

POSITION PROFILE

# Director of Public Programs & Partnerships

The American LGBTQ+ Museum

New York, NY



# About the American LGBTQ+ Museum

While other great institutions and organizations exist to investigate, preserve, and tell their histories, we believe a national LGBTQ+ museum is overdue.

How can LGBTQ+ communities effectively and proudly face the challenges ahead of them without knowing where we have been? How can we control the narrative about who we are, if we don't have a space to share our stories with the wider community and enshrine our position in American society? The Museum will seek to:

- Illuminate LGBTQ+ history as integral to human history
- Preserve artifacts, personal stories, and intangible heritage that are being lost every day
- Educate our communities on the evolving, complex, and sometimes internally contentious narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Serve as a “school for activists”; support and inspire a new generation of activists to advance social justice

The Museum is committed to making its permanent home in New York City, a choice that has been confirmed by our research. New York was selected because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination.

For more information about The American LGBTQ+ Museum, please visit the [website](#).

## Vision

The Museum envisions a world in which all people work toward and experience the joy of liberation.

## Mission

The American LGBTQ+ Museum preserves, investigates, and celebrates the dynamic histories and cultures of lesbian, gay, bisexual, transgender, and queer people, as well as those of the emergent and adjacent identities among their communities. Using exhibitions and programs, the Museum seeks to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, age, and disability.

## Position Summary

The Director of Public Programs and Partnerships holds the vision and leads the strategy for public programs and partnerships for the museum. Partnerships with cultural, activist, and community organizations are essential to the success of our museum, as we aim to include and represent all members of the LGBTQ+ communities. Our approach is intersectional and situates queer liberation within the broader fight for justice.

Public programs for adults, families, youth, and students are underway. Working with the Programs Committee of the board, this position will set a cadence for programs, in-person and virtually, that meets the demand across diverse subjects and ensures representation. We hope to present two virtual and in-person programs monthly by June 2023. Public programs include exhibitions, performances, lectures, workshops, book talks, and activist events.

Working with museum planning consultants and staff, this position will develop a strategy and timeline for student and educator programs such as curricula, museum field trips, teen programs, internships, and symposia. Finally, this position will help craft a theory of change and impact model for activist programs.

The Director of Public Participation and Programs is tasked with developing new models of cultural engagement -- both internally and externally -- based on listening, responsiveness, and creative thinking. They will represent the Museum at public events and convenings, and will support Museum fundraising efforts.

They are responsible for:

- **Community Engagement:**  
Develop a sustainable community engagement strategy that is operationalized through targeted community collaborations and public programs. This includes responsibility for ideation and production of an annual calendar of programming (both in-person and online) inspired by the museum's strategic goals, mission, vision, and values. Develop partner-based strategies to build Museum constituencies among diverse groups of people and institutions in NYC and the greater US.
- **Education:**  
Plan the strategy for future Museum's K-12 educational strategies and programs. Refine the educational vision, and implement a scalable program of engagement with schools, families, and relevant partner organizations, thoughtfully straddling the parameters of capacity and vision. Plan our approach to activist programs and help define what it means to become a "school for activists."
- **Strategy:**  
Map out and develop concrete Community Engagement, Programmatic, and Partnership goals and timelines for success informed by listening, research, on-the-ground learning and responsiveness. Work with the staff and board Program Committee to understand immediate, mid- and long-term priorities.

## Essential Job Functions

- Staff management. Position currently has one direct report, the Sr. Associate, Public Programs and Partnerships.
- Supports the development and implementation of ongoing educational opportunities for staff, board members, and some external constituents that build cultural understanding and foster a culture of equity, accessibility, and representation.
- Provides strategic, operational and content leadership for onsite and online public programs, fundraising events, and partner initiatives.
- Curates and organizes a roster of engaging and inclusive Public Programs both onsite and online, researching and identifying diverse speakers, artists, instructors, themes, and topics, in line with the Museum's vision, while maintaining connections to the Museum's communities and growing new audiences.
- Introduces programs, moderates Q&A, and facilitates discussions as needed.
- Represents the American LGBTQ+ Museum in the broader activist, academic, and cultural community with the goals of raising the Museum's profile and developing strong partnerships for program collaboration.
- Participates in professional conferences and networks, and seeks opportunities to present American LGBTQ+ Museum initiatives.
- Ensures documentation of, and reports on, Public Programs and partnership initiatives, creating a comprehensive and accurate archive of attendance, speakers, and audience responses for the Museum.
- Commits to Diversity, Equity, Accessibility, and Inclusion in all aspects of audience engagement, speaker engagement, mentorship support, and program development.

- Amplifies perspectives of artists, scholars, activists, and thought leaders who are BIPOC, transgender, and gender non-conforming/fluid.
- Supports the Museum's fundraising efforts as needed by providing thought leadership and grant language for proposals, working with staff and board to cultivate donors, including donor opportunities within partnerships and programs as appropriate, and partnering with the Executive Director on various fundraising endeavors.

## Qualifications

- Proven ability to lead partnerships, public and educational programs, and community engagement initiatives.
- Demonstrable connections to a variety of cultural, educational, and activist networks, organizations, and leaders (NYC area preferred).
- Minimum 5 years of experience leading partnerships and programmatic initiatives at cultural, community, and/or service organizations.
- Staff management experience preferred.
- Experience working with academic constituencies is a plus.
- We value candidates who can demonstrate capability and articulate how prior experiences will help them to contribute.

## Competencies

- Excellent verbal and written communications skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with discretion, tact, professionalism, and diplomacy.
- Project management and advanced organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Well-developed problem-solving skills.
- Personal effectiveness/credibility and emotional maturity.
- Creative, innovative, and persuasive.
- Self-starter who can work independently with little direction.
- Collaborative team player.
- Ability to adapt to changing environments.
- Ability to conceptualize and develop strategies.
- Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to external support preferred.
- Commitment to the vision and mission of the American LGBTQ+ Museum.
- Commitment and ability to thrive with a diverse, equitable, and inclusive workplace, including in dealings with colleagues, donors, consultants, and other critical stakeholders.
- Cultural responsiveness and alignment with our values; commitment to equity and inclusion.
- Personal qualities of humility and empathy.

We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role.

## ADA Notations

- Regular sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
- Occasional lifting/moving up to 30 lbs.
- Noise conditions range from quiet to moderate noise.

## Reporting Relationship

This position reports to the American LGBTQ+ Museum's Executive Director and has direct reports.

## Compensation + Benefits

This is a full-time, salaried position with a range of \$150,000 - \$175,000 (commensurate with experience) and comes with a generous benefits package.

## Location + Travel

The American LGBTQ+ Museum's offices are currently located in midtown Manhattan at 45 W 36th Street, New York NY 10018.

This position is eligible for a hybrid work schedule with three regular in-office and two work-from-home days. In-person, on-site work will vary based on program schedule and location.

Some travel is expected, including in-person board meetings, partnership meetings, community engagement opportunities, and museum events.

Workdays are generally Mon-Fri with regular evening and weekend hours expected based on program schedule.

## Diversity, Equity, and Inclusion

Equal employment opportunity and having a diverse staff are fundamental principles at the American LGBTQ+ Museum, where employment and promotional opportunities are based upon individual capabilities and qualifications with regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

## Submission Instructions

To apply, please send a cover letter and resume to the American LGBTQ+ Museum at [hr@americanlgbtqmuseum.org](mailto:hr@americanlgbtqmuseum.org). Inquiries and nominations of qualified candidates may also be sent to this address.

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

Review of applications will begin immediately and continue until the successful candidate has been selected.