

POSITION PROFILE



Public Programs and Partnerships Associate

The American LGBTQ+ Museum

New York, NY



Museum Overview

The American LGBTQ+ Museum (ALM) 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 our communities. Using exhibitions and programs, we seek to advance LGBTQ+ equality through the lens of social justice movements, including, but not limited to, race, gender, class, immigration, and disability.

In 2017, the Museum was founded by a group of activists and advocates for LGBTQ+ rights. The [board and staff](#) work to center racial, gender, and disability justice in all aspects of the organization. A scope of research and planning was undertaken in 2019, by a museum planning firm, including national audience and market research and conversations with museum leaders, heads of LGBTQ+ archives, and other non-profit leaders. In 2021, a partnership was established with the New-York Historical Society to house the Museum in a new wing they are constructing beginning in 2024. In 2022, the Executive Director, Ben Garcia, was hired. In 2022-23 monthly public programs were launched, an experience developer was selected to lead the creation of the first tranche of exhibitions and digital experiences, and a \$30-million comprehensive fundraising campaign was launched.

The Museum is building its home in New York City because of its cultural context, its historic significance in the LGBTQ+ rights movement, and its popularity as a tourist destination. However, its national scope for exhibitions and educational products will be reflected in a series of traveling exhibitions created with partners across the country, and a digital museum with born-digital and gamified experiences. We are planning a 2027 opening for the Museum's galleries in New York.

The Museum aims to:

- Preserve personal stories, and intangible heritage that are being lost every day
- Educate our communities on the evolving and complex narratives of LGBTQ+ history
- Provide a physical space for LGBTQ+ people that fosters individual dignity and unifies across generations and differences
- Support and inspire a new generation of activists to advance social justice

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.

Position Summary

The Programs & Partnerships Associate is primarily responsible for the preparation, organization, implementation, and evaluation/archiving of ALM's public programs, partnerships, book club, internships, special projects and more. The position reports to the Chief of Programs and works closely with the Director of Public Programs and Partnerships. Enlisting the input and involvement of colleagues and community leaders, the Associate identifies and implements opportunities for involvement between the Museum and its surrounding communities and other constituencies.

The hybrid position is based in New York City and will involve regular evening and weekend work and travel.

Essential Job Functions

- Develop and manage relationships with community, academic, institutional and artistic partners.
- Regularly evaluate and report on success and impact of programming through:
 - o Tracking and analysis of participation/enrollment data, revenue and expenses
 - o Feedback from students, faculty, visitors and partners
 - Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the community about ALM and its initiatives;
 - o Attendance statistics and audience data
 - Maintain various databases of groups of stakeholders;
 - Operate mechanisms for internal and external evaluation of engagement initiatives;
- Edit and distribute promotional materials for programs as directed
- Track programming expenses and maintain records (including printed, archival materials)
- Coordinate program documentation (i.e. photography/videography)
- Create mechanisms for internal and external evaluation of engagement initiatives
- Identify, initiate, and deepen relationships with various community stakeholders
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from the community about the ALM and its initiatives
- Attend community meetings on behalf of ALM to hear community concerns, provide information about community engagement, and advocate for participation
- Compile collected information for the Programs team to regularly present to ALM Board, committees, foundations, and other stakeholders
- Develop the inaugural volunteer program for the Museum
- Collaborate with the Programs team to develop new programming
- Other duties as assigned by the Chief of Programs.

Qualifications

Experience

This position requires five or more years of project/program coordination or other related experience.

Competencies

The successful candidate will demonstrate the following:

- Working style that equally embraces collaborative and independent work while multitasking in an environment with shifting priorities
- Excellent verbal and written communications skills; proficiency/fluency in Spanish a plus
- Excellent interpersonal and presentation 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
- Tech-savvy with ability to troubleshoot minor day-to-day tech issues prior to escalating to external support
- Highly skilled in PC usage and Microsoft Office Platform
- High level of proficiency in managing meetings via Zoom and similar platforms
- Knowledgeable in Adobe suite programs such as Photoshop and InDesign
- Commitment to the vision and mission of the American LGBTQ+ Museum
- Cultural responsiveness and alignment with our values; commitment to equity and inclusion
- Strong relationship-building skills; high ethical standards, discretion, and tact
- Personal qualities of humility and empathy
- Knowledge, experience, and interest in LGBTQ+ history is a plus

Black, Indigenous, and People of Color (BIPOC), immigrants, women, Latine, and LGBTQ+ candidates are strongly encouraged to apply. 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.
- Vision requirements include close vision and ability to adjust focus.
- Noise conditions range from quiet to moderate noise.

Reporting Relationship

This position reports to the American LGBTQ+ Museum's Chief of Programs and has no direct reports.

Compensation + Benefits

This is a full-time, salaried position at \$86,814 annually and comes with a generous benefits package. Salary is non-negotiable per the Museum's pay equity policy.

Location + Travel

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

This position may be eligible for a hybrid work schedule with two to three days in the office and two to three work-from-home days.

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

Workdays are generally Mon-Fri with some evening and weekend hours expected.

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 email the American LGBTQ+ Museum team at programs@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.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews with the American LGBTQ+ Museum team will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join the American LGBTQ+ Museum, and connection to its mission.

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