



POSITION: Director of Public Programs

EXEMPT STATUS: Exempt

REPORTS TO: Chief Program Officer

LOCATION: 212 West 83rd Street, New York, NY 10024

WEBSITE: www.CMOM.org

ABOUT THE CHILDREN'S MUSEUM OF MANHATTAN

The Children's Museum of Manhattan (CMOM) helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children's development. CMOM'S special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, CMOM has flourished. Today it is a beloved citywide resource for children, families, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan's Upper West Side. Hundreds of thousands more benefit from CMOM's outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The Children's Museum of Manhattan seeks a dynamic arts leader to oversee its public programs department. Reporting to the Chief Programs Officer, the Director of Public Programs is responsible for envisioning and executing engaging family programs for children (birth to eight years) and their adults. Fostering curiosity and nurturing the next generation of creative global citizens within CMOM's community— this role involves conceptualizing and implementing a broad range of programs in the arts, culture, early childhood, and the sciences. The Director of Public Programs establishes and manages relationships with local and national partners, oversees the training and mentoring of CMOM's public programs staff, and collaborates closely with CMOM's Chief Programs Officer and education team to implement the Museum's strategic agenda in family learning and education. The Director of Public Programs aims to ensure the highest quality educational events and experiences for CMOM's visiting public.

RESPONSIBILITIES (include, but are not limited to)

- Develop and execute a public programs strategy, prioritizing early childhood, cultural competency, and arts-based learning.
- Lead and mentor a team of full-time administrators, ensuring successful program execution managed by part-time educators.
- Spearhead seasonal public programs calendar encompassing daily offerings, weekend festivals, holiday performances, and events with guest artists.
- Foster collaborations with internal departments, arts groups, artists, businesses, and partners to diversify program offerings.
- Develop, manage, and oversee program budgets.
- Coordinate contracts, invoices, and payments for artists, performers, vendors, and service providers.

- Work with the external PR firm to effectively market and promote programming.
- Design and implement evaluation processes for program assessment.
- Provide program analytics and data crucial for grant proposals and reports.
- Ensure operational quality and visitor satisfaction, collaborating with operational leadership for a vibrant and joyful visitor experience.

QUALIFICATIONS

- Five years of experience developing and managing public programs, preferably within a cultural institution or nonprofit.
- Strong leadership and management skills, capable of motivating and inspiring teams.
- Familiarity with NYC visual and performing arts organizations.
- Proven ability to design and deliver engaging, accessible programs for diverse audiences.
- Excellent communication and interpersonal skills, facilitating effective collaboration with internal and external stakeholders.
- Proficient in budget management and data analysis.
- Experience working with children in both informal and formal educational settings.
- Exceptional oral and written communication skills.
- Background in curriculum development.
- Collaborative work style with a strong team player approach.
- Bachelor's or Master's degree in related fields of arts administration, arts education, early childhood education, museum studies, or relevant field experience.

PERSONAL ATTRIBUTES

The ideal candidate:

- thrives in a fast-paced environment and is driven to succeed at the highest level.
- is a problem solver.
- is personable, articulate and an excellent communicator.
- is results-oriented, forward thinking, and entrepreneurial.
- enjoys working with others in a collaborative, creative environment.
- has a strong work ethic and high standards for their own work and the work of others.
- is flexible and has a lively sense of humor.

COMPENSATION

\$80,000 - 90,000/year. Comprehensive benefits package.

TO APPLY

Please email cover letter and resume to Leslie Bushara at LBushara@cmom.org with "**Director of Public Programs**" in the subject line.

The Children's Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.