Manager of Community Engagement

Background:
Founded in 1909, the Newark Museum (“the Museum”) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

Position Objective:
Reporting to the Deputy Director Learning & Engagement, the Manager of Community Engagement engages with diverse audiences and organizations in Newark and across New Jersey to develop projects and programs which establish the Newark Museum of Art as a vital resource for the city and the region. The Manager of Community Engagement teams with community organizations, artists, cultural institutions, schools, and colleges, to integrate them into existing programs at the Museum, to develop new programs, and to extend opportunities to integrate art and science into community life.

This role requires an understanding and an established connection to audiences and organizations in Newark and in surrounding communities, as well as experience with program development and management.
**Duties and Responsibilities:**

- Work with the Deputy Director Learning & Engagement and the Senior Director of Education to develop a community engagement strategy for the Museum.
- Identify and form relationships with community stake-holders.
- Carry out research and focus groups to help understand the needs of local communities.
- Work with the Education and Public Program teams to develop programs that connect with local and regional communities.
- Organize and/or participate in outreach activities that may include developing communications and training, planning/promoting events.
- Contribute to outreach and communication efforts supporting programs.
- Write grant material to support community engagement initiatives.
- Collect and analyze data, create reports, review and explain trends; formulate and evaluate alternative solutions and/or recommendations to achieve the goals of the program.
- May participate in development of budgets, and monitor expenditures.
- May direct staff to perform various tasks and assignments.
- Other duties may also be assigned.

**Salary:** $40,000-60,000 per year

**Qualifications:**

- Bachelor’s degree and three years of relevant experience, or a combination of education and relevant experience.
- Knowledge of and experience with successful community engagement strategies and goals.
- Experience in organizing public programs.
- Established connections to audiences in Newark and in surrounding communities including cultural institutions, community organizations, artists, schools, and universities.
- Experience working independently and as part of a team.
- Outstanding interpersonal skills working with a diverse set of partners.
- Outstanding oral and written communication. Knowledge of Spanish or Portuguese preferred.
- Proven ability to manage multiple priorities with competing deadlines.
- Excellent organizational skills.
- Ability to take initiative and ownership of projects.
- Ability to routinely and independently exercise sound judgment in making decisions.
- Ability to work weekends and holidays based on business needs may be required.
- Local and overnight travel may be required.

**Physical Demands:** The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use speech or hear; travel and move around in offsite locations.

If you are interested in a position at the Museum, please submit your resume and letter of interest to:

Human Resources  
Newark Museum of Art  
49 Washington Street  
Newark, NJ 07102  
Fax: 973.642.0459  
Email: humanresources@newarkmuseumart.org

The Newark Museum of Art is Equal Opportunity Employer and does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.