

**Children's Discovery Museum  
Arts Program Manager**

**Status:** Non-Exempt  
**Hours:** 40 hours per week  
**Salary:** \$72,800 - \$79,040  
**Department:** 40100  
**Supervisor:** Director of Education and Programs

**Summary**

The Arts Program Manager is responsible for developing arts programming that introduces children to professional artists, engages them directly in the creative processes, and celebrates San José's unique cultural diversity. Primary responsibilities include designing and managing an annual visual and performing arts plan, developing an Artist-in-Residence program for the Museum's Neiman Art Studio, recruiting professional and pre-professional performers for family audiences, supporting relationships within the arts community, and managing contract A/V support.

**Responsibilities**

- Develop and implement the Museum's performing and visual arts programming including community events, workshops and exhibitions. Support may include onsite event management and event wrap-up;
- Work in collaboration with Director of Education to plan and facilitate Artist-in-Residence program and special events with professional visual artists;
- Recruit, interview, select and onboard artists for Artist-in-Residence program;
- Work with visual artists to lead programming in the LeRoy Neiman Art Studio and for displays or exhibits;
- Work with Artist-in-Residence and Visual Arts Specialist to modify hands-on art activities when needed;
- Select and contract professional performing artists and community groups to perform for family audiences;
- Recruit and coordinate volunteers for support in the LeRoy Neiman Art Studio
- Work with Marketing team to support development of marketing materials for arts programs;
- Work with contracted audio visual technicians to operate lighting and sound equipment;
- Supervise Visual Arts Specialist and interns'
- Facilitate arts workshops in the community;
- Monitors expenses, staying with budget; and
- Job requires attendance at some evening and/or weekend programs.

**Experience/Education**

Any combination of education or experience providing the required knowledge and skills are qualifying. Minimum employment standards are:

- Five years of experience with programming, booking or community partnerships for children and families across a variety of disciplines including but not limited to diverse styles of music, dance, visual arts, etc.;
- Experience in working with diverse constituencies and community partners to define and support common goals;
- Experience with event coordination;
- Excellent written and oral communication skills;
- Outstanding problem-solving skills and flexibility in working with others;
- Prior experience working with children and families;
- Must be able to physically lift up to 30 pounds; and
- Passion for the arts and arts education.

### **Qualities/Skills**

- Excellent organizational and time management skills;
- High level of attention to detail;
- Ability to exercise sound judgment and resolve diverse problems;
- Ability to manage multiple projects, details, timelines, responsibilities;
- Able to work independently as needed; and
- Bilingual is a plus.

**This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by his/her supervisor. Children's Discovery Museum is an at-will, equal opportunity employer.**

October 2023