

JOB INFORMATION

Job Code	AB21
Job Description Title	Public Practice&Comm Part Mgr
Pay Grade	LM08
Range Minimum	\$43,290
33rd %	\$51,950
Range Midpoint	\$56,280
67th %	\$60,610
Range Maximum	\$69,270
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Museum Operations

JOB SUMMARY

Reporting to the Director of Education, Engagement, and Learning of the Jule Collins Smith Museum of Fine Art, the Public Practice and Community Partnerships Manager provides leadership in the design and delivery of exceptional and innovative learning opportunities that expand the understanding of art's impact on the public sphere, and that grow and enrich the relationship of the museum with its surrounding communities, the region, and the state. The manager centers broad audience engagement and impactful programs for the communities the museum is committed to serving for the betterment of civic life in the region, and explores philosophical, cultural, and ethical ideas in how the public sphere can be a space of practice and engagement for artists and communities.

RESPONSIBILITIES

- Conceives, co-develops, manages, and facilitates meaningful community-led programs that provide impactful experiences, attract new audiences, establish empathy, and engender critical conversations. Identifies relationship-building opportunities and partnerships with the community in Auburn, Lee County, and throughout the state of Alabama, to maximize engagement locally, regionally, and statewide. Infuses the goals, perspectives, and interests of communities into planning conversations, decision making, and institutional vision-setting. Guides program development and manages projects and efforts to ensure the integration of museum and community voices and efficient collaborative work practices.
- In partnership with other arts, cultural, educational, non-profit, governmental, and civic organizations at the museum or off-site, builds innovative solutions especially for diverse, multilingual, multi-generational, and multicultural audiences in places such as libraries; hospitals and medical training facilities, health care and wellness centers, and mental health support organizations; judicial and other law enforcement agencies; military and veterans support organizations; and civic and governmental agencies connected to housing, parks, and recreation, and community gardens. Increases visual literacy and cultural competency that addresses shifting demographics, elevating civic dialogue, and encouraging deep reciprocal relationships with our museum objects.
- Develops projects with artists whose work is situated in and activated by the public realm. Positions the museum for the public and artists together, especially by using its green space to create an alternative public park--a type of cultural commons with social interaction and creative participation as its guiding philosophies. Under the direction of the Director of Education, Engagement and Learning, oversees the year-round activities hosted by the museum, created and led by interested members of the general public alongside invited artists-in-residence and other activities. Further, increases the profile of public programs through community partnerships, such as the museum's extended hours program, artists' talks, screenings, performances, and readings.

RESPONSIBILITIES

- Serves as a key member of the Education, Engagement, and Learning team, collaborating with colleagues and successfully working with advisory groups, consultants, and others to shape museum-generated projects. Contributes to the strategic vision and direction to guide the activities and ambitions of a public practice and community partnerships team, ensuring alignment with larger institutional goals. Supervises, motivates, mentors, and reviews activities for students and volunteers. Manages the creation and spending of related budgets, endowments, grant funds, and gifts in collaboration with leadership.
- Participates in the continued shaping of museum plans, including strategic, collections, interpretive, and DEAI, as well as fundraising, especially for public practice and community partnership projects. Contributes to the museum’s communications and digital presence through the creation of content and recommendations for marketing language and approaches to expand awareness of the museum and programs. Represents the museum when needed and makes appropriate contributions to professional communities and wider publics, including local, regional, and/or statewide community organizations; museum and university committees; and national and international scholarly and professional organizations.
- Initiates, facilitates, and participates in research projects and various forms of public engagement that meaningfully integrate works of art with education, civic engagement, community development, equity, and inclusion. Actively contributes to rethinking presentations and understandings of the museum’s collection to incorporate community voices and perspectives.
- Expands the museum’s vital role as an active and trusted community member and center for scholarly, creative endeavors.
- Serves as project lead for grant-funded activities and scholarship for public practice and other community-centered projects, by contributing to the development of ideas, research, authoring grant narratives, and supporting documents, and oversees the implementation of grant-funded projects.
- Initiates, develops, and collaborates to deliver evaluations of projects for and with the public regularly to better understand and address community interests and goals and to make visible the Museum’s impact to staff, stakeholders, and communities, collects and archives key outputs, and measures key outcomes of community engagement activity.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Arts Education, Public Humanities, Cultural Studies, Museum Studies, Visual Studies, or related field.	And	4 years of	Experience in teaching with art, especially to connect with community, civic, health/wellness and police/justice systems; and a record of making art accessible, such as a completed thesis, peer-reviewed publications, projects or performances, and/or contributions to public practice or community partnerships.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of art and history, museum teaching, public practice, and dialogue facilitation and object-interpretation strategies.	
Broad understanding of the field of visual arts, including a range of historical periods, cultures, and artistic trends, and a willingness to learn about subjects and material outside of established areas of expertise.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Deep knowledge of, extensive experience in, and demonstrable commitment to community partnerships and public practice connected with museums.	
Familiarity with pedagogical and engagement trends in the areas of performance and site-based work, digital and time-based media, mixed media, literary and public art, and social practice; technology integration; and stakeholder management.	
Strong technological capacity for and experience developing digital curatorial and educational projects as demonstrated by record of scholarly, educational, and/or artistic digital projects.	
Strong problem solving, conflict resolution, and interpersonal skills; ability to work well and collaborate effectively with and/or supervise a wide range of diverse audiences including staff, volunteers, community members, artists, funders, sponsors, volunteers, and other constituencies.	
Exceptional team and collaborative leadership skills, especially liaising with colleagues; comfortable leading large, small, and diverse groups to provide direction and mentorship through inspiration, consistency, and example.	
Ability to successfully plan, organize, and implement work to meet deadlines, unexpected business needs, and/or multiple changing priorities; keep up with high work volume often under pressure; multitask.	
Strong skills in planning, organizational, financial, and administrative with attention to detail, while incorporating the broader goals of the organization.	
Ability to strategize, set and meet goals, and be proactive; and who pays meticulous attention to detail in the completion of tasks.	
Excellent verbal and written communication skills for a wide range of stakeholders and colleagues from different cultural and social backgrounds, varying ages, language skills, and physical abilities that utilize high-level emotional intelligence.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.