



Call for applications

The Museum of the Red River is accepting applications for the following position: Head of Programs. The ideal candidate is a creative, highly organized individual with strong interpersonal skills. Related professional or academic experience is preferred. Occasional weekend/evening work hours and out-of-town travel will be required.

This is an entry to mid-level, full-time position. Compensation is based on experience and education, with an estimated hourly rate of \$ 18 – 20. Other benefits, such as health insurance, are available.

Summary

The Head of Programs is responsible for planning and implementing programming for K-12 and adult audiences, that utilize the Museum's rich and diverse collections. Programs include, but are not limited to, school tours, community outreach events, art classes, summer art camps, museum festivals, guest lecturers. He or she will also have the freedom to develop and implement new programming. The Head of Programs will lead many of these programs or serve as point-of-contact for visiting teachers.

Extensive contact and collaboration with members of the public and other museum professionals is required. As such, a high degree of professional comportment is expected. The Head of Programs is expected to serve as an advocate for the Museum at all times.

Primary duties include:

- Developing large and small-scale programs
- Attending and supervising programs, including weekends and evenings, as necessary
- Working with community partners to develop events, based on the Museum's mission
- Coordinating with other departments, especially marketing, to analyze target audiences, develop appropriate outreach strategies, ensure effective promotion of all programs, and measure outcomes
- Leading hands-on learning activities, including school visits, as needed
- Developing pre and post-visit materials for school groups
- Serving as the point-of-contact for schools in the four-state area
- Arranging travel, lodging, and payment for visiting artists
- Maintaining an up-to-date master calendar of public programs and events
- Overseeing and directing volunteers and other members of the program department as needed

Other responsibilities may be assigned based on the candidate's proficiency. This position requires considerable contact with other Museum staff and members of the public. Weekend and evening work and out-of-town travel will be required.

Minimum Qualifications

- A Bachelor's degree in education, museum studies, art, or equivalent professional experience



- Knowledge of best practices and trends in informal education and multidisciplinary approaches to education
- Recognizes the value in developing multi-generational audiences for the Museum and champions their needs and interests whenever possible
- Ability to work independently and collaboratively
- Possess strong leadership and communication skills—written and oral
- Possess strong organizational skills; ability to manage various projects simultaneously and efficiently
- Empathetic and personable; able to connect with others easily
- Able to work with diverse groups of people
- Demonstrated ability to work effectively as an independent self-starter and effectively manage multiple priorities

Desired Qualifications

- A Bachelor's degree in education, museum studies, art, AND 1 to 3 years of relevant professional experience
- Proven record of attracting and retaining diverse audiences within similar setting
- Experience working with historically under-served populations
- Previous museum experience preferred

Submission Requirements

Applicants must send a resume, cover letter, and written assessment to pr@motrr.org. (Applications may also be mailed or dropped off at the Museum.) Please refer to the "Assessment_Head of Programs" document for assessment instructions. Incomplete applications will be not be considered.

This is a multi-stage hiring process. Qualified candidates may be asked to provide additional writing samples and a list of references at a later stage. The final candidates will be interviewed on-site.

Start Date: Immediately

Employment

This is an entry to mid-level, full-time position. Compensation is on based on experience and education, with an estimated hourly rate of \$ 18 - 20. Other benefits, such as health insurance, are available. The position reports directly to the Museum's director. He or she will also work closely with other staff members. This position is subject to IMSI's employment regulations, plus federal and state law. Please note, Oklahoma is a right-to-work state.

Evaluation

The Museum operates on a calendar year. Annual contracts are issued after year-end self-evaluation and report, and any interviews determined by Museum Director.