

Manager of Public Engagement, Jackie Robinson Museum

Overview

The Jackie Robinson Museum will open under the Jackie Robinson Foundation (JRF), a public, not-for-profit national organization founded by Rachel Robinson in 1973 as a vehicle to perpetuate the memory of Jackie Robinson and his achievements. The museum will chronicle Robinson's trailblazing accomplishments against the backdrop of United States history, from his birth in 1919 to today. Museum visitors will explore key moments of his life through narrative, interactives, media, and artifacts. Invoking Robinson's role as a champion for social and economic equality, the museum's programming will serve as a catalyst for dialogue on today's social issues.

The museum seeks a Manager of Public Engagement-- a unique opportunity to design and implement a robust educational program fostering community dialogue around a variety of topics pertaining to Jackie Robinson's life and legacy. Reporting to the Director of Educational Programming and working closely with the Manager of Youth Programs, the Manager of Public Engagement will work with a small team to execute their vision.

What are the responsibilities of this position?

The Manager of Public Engagement will:

- Assist with developing the strategic goals, vision, day-to-day and long-term implementation plans, and evaluation model for all public programming on and offsite. Compelling and engaging programming will explore Mr. Robinson's legacy of advocating for "first class citizenship" for all Americans through the facets of sports and athleticism, entrepreneurship, patriotism, activism and family engagement. The three major initiatives include:
 - ❖ Public Programs: Participatory educational and social programming for adults and intergenerational audiences
 - ❖ Adult Group Tours: Thematic and timed tour options that service a variety of group interests and accessibility needs for local, national, and international groups
 - ❖ Workforce and Career Development: DEAI and HR programming for businesses; JRM internship and fellowship programming.
- Research and engage individuals and organizations to deliver public programming. An ideal candidate will be an informed consumer of news, social media, and trends to build a list of presenters, performers, and speakers representing a wide range of content including but not limited to sports, African American history and culture, social activism, community building, economic justice, and art and entertainment.
- Cultivate and manage relationships with various stakeholders and partners to develop adult and family audiences.
- Schedule, execute and evaluate a yearly calendar of programs for a variety of audiences with the flexibility for change in order to be responsive to current events.
- Develop and execute a plan for live streaming and web engagement for audiences participating virtually
- Develop and facilitate event planning requirements, including run of show, staff role assignment and rehearsal as needed.
- Identify improvements to event attendance, logistics and promotion, and analyze trends over time to find best practices or new opportunities.
- Conduct a variety of administrative functions, including developing program and event materials and collating event metrics, as needed.
- Create ongoing feedback systems and processes to understand the strengths and challenges of the programs and use that data to improve practice and maximize earned income and attendance.

- Apply knowledge and research on educational programming and practice to develop interactive and innovative events for diverse audiences
- Co-develop a recruitment, hiring, training, and engagement plan for professional museum educators
- Develop and implement a volunteer cohort-- including a recruitment, training and evaluation plan-- to assist with specific initiatives
- Strategically lead and/or teach programs as needed
- Perform other duties as assigned

Who are we looking for?

Candidates will have:

- a BA/BS in Humanities or Social Sciences with a background in event or program planning and execution. A concentration or advanced degree in Museum Studies/Education, Non-profit Management, Sports Management or content areas that focus on the critical study of race and culture is ideal.
- Knowledge of US history of civil rights and activism, sports, and the connection between these subjects to contemporary social justice activism
- Proven track record of running programs that invite speakers and audience to have open dialogue around race and ethnicity
- Ability to create evolving, inclusive programming reflective of the museum's potential visitorship
- At least five years of experience researching, planning, implementing and evaluating innovative programs with high-level guest speakers for diverse populations

Qualified candidate must be available to work on select weekends, holidays, and evenings and will be an enthusiastic team member with strong written and verbal communication skills who have a proven track record of multi-tasking.

What will make you stand out as an exceptional candidate?

- Demonstrated creative use of understanding trends and current events to plan innovative programs
- Demonstrated ability to discuss difficult issues in a public setting with a diverse audience
- Working knowledge of museum education pedagogy and career development strategies
- Experience working with populations in need of special accommodations
- Familiarity using media, social media, and/or technology to develop and implement programs and apps
- Demonstrated knowledge of nationally and locally recognized individuals who can speak about or navigate conversations around equity and systemic racism as well as sports, health and wellness.

What is the compensation and when does the position begin?

The salary range is \$60,000-\$70,000. The benefits package includes comprehensive health insurance, including dental and a vacation and personal days off allowance. This position will be filled as soon as possible.

How do I apply?

Email your cover letter, resume (two pages max), and a concise sample of materials with an explanation of how they showcase your ability to perform the described responsibilities to museum@jackierobinson.org. Be sure to include "Manager of Public Engagement" in the subject line.

This organization is an equal opportunity employer and welcomes candidates from diverse backgrounds.