



Job Title Public/Special Program Manager JOB NUMBER 09-183

Memphis, TN, US

Parks/Memphis Museums (PINK PALACE MUSEUM)

Annual Salary: \$33,675.20 - \$50,523.20

Bi-weekly: \$1,295.20 - \$1,943.20

MINIMUM QUALIFICATIONS: Bachelor's degree in museum studies, education or any related field such as American History, Biology, Geology and/or physical science and two (2) years of experience in planning and coordinating educational programs, preferably in a museum setting or any combination of experience and training which enables one to perform essential job functions. Must possess a valid Tennessee Driver's License. (PROOF OF EDUCATION/ DRIVER'S LICENSE REQUIRED)

ESSENTIAL JOB FUNCTIONS: Works under the general direction of the Manager of Education for the Pink Palace Museum and is responsible for public programs which augment the museum's exhibits and collections. Researches, develops and coordinates programming efforts and fabrication for the IMAX Discovery Room. Develops, coordinates, and implements public and special programs for audiences which includes gallery events and activities, summer camps, after-school programs, birthday parties, badge workshops for Scout Troops, and lecture series. Instructs science and/or history classes/labs to variety of organizations by providing quality learning experiences to diverse audiences in an informal educational setting. Establishes marketing campaigns to promote the programs and evaluates the success of the program and keep abreast of all of the current trends and issues. Administers and analyzes the public and special programs budget. Provides supervision and training for contract workers, part-time staff and volunteers. Creates and prepares various reports by utilizing various Microsoft applications. Interacts and communicates verbally and in writing with vendors, management, staff, volunteers and general public on a variety of issues and concerns.

OTHER FUNCTIONS:

1. Assists in the management of the teaching collection which includes live animal collection.
2. Performs additional functions essential or otherwise which may be assigned.

TYPICAL PHYSICAL DEMANDS: Requires the ability to operate general office equipment such as a personal computer and telephone. Requires the ability to lift and carry 30lbs of materials for parties, programs and events.

TYPICAL WORKING CONDITIONS: Majority of work is performed in a museum office environment, exhibit galleries, classrooms/labs, and occasional outdoor work. May come in contact with live reptiles and amphibians in the teaching collection and may be exposed to dust, allergens such as animal hair. Weekend and evening work is required. Some off-site work is required traveling to other museum facilities throughout Memphis to attend programs, exhibits, seminars as well as some overnight travel to conferences.

Applications will be accepted from 8:00 a.m. until 5:00 p.m. Monday - Friday in the Employment Office, Rm 1B-33, City Hall, 125 N Main or visit our satellite offices at 4225 Riverdale from 8:30 a.m. - 5:00 p.m. or 3030 Poplar from 9:00 a.m. - 5:00 p.m. or apply on-line at www.memphistn.gov