
Title of Position *	Director of Programs
Institution *	UMLAUF Sculpture Garden & Museum
Position Location: City & State *	Austin, TX
Position Closing Date	

About the Institution

The UMLAUF Sculpture Garden & Museum is a nonprofit organization that exhibits the work of Charles Umlauf, his influences, and other contemporary sculptors in a natural setting. The institution provides educational experiences that encourage the appreciation of sculpture for all ages. In addition, the UMLAUF is a rental venue for weddings, corporate functions, fundraising events, and more. The UMLAUF was founded in 1991. Since that time, we have organically grown to become a destination in our community, located within the green heart of Austin near Zilker Park and Lady Bird Lake. We provide art-in-education programs to at-risk youth; touch-tours for visually impaired and special needs; and free tours for every public-school child. The UMLAUF is a 501(c)(3) nonprofit organization.

Institution Website Address	http://umlaufsculpture.org
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Summary of Responsibilities

The UMLAUF seeks an experienced Director of Programs to direct, manage and provide high-quality educational learning programs for all visitors including adults, families, school groups, interns, and teachers. As a member of the UMLAUF's senior management team, this individual takes a leadership role in establishing institutional policies, practices, and direction. Works closely with the Director, Curator, Development Manager, Board of Directors, and community partners.

Responsibilities/Duties

Serves as Education lead to realize the Museum's educational mission.

Responsible for the development and coordination of all in-house learning programs and outreach educational activities.

Serves as a member of the program planning team to develop and coordinate programming related to exhibitions and art-in-nature activities.

Responsible for public programs development for adult and family audiences.

Ensure volunteers are trained to support exhibition, education, and special events with the Volunteer Coordinator

Evaluate all aspects of programs to ensure effectiveness and to recommend/implement changes as appropriate.

Serve as the main point of contact for weekend staff, as well as oversee volunteer and museum weekend staff communications.

Oversee development, implementation and continuous monitoring of the education department budget.

Works with community groups to provide educational experiences in partnership with other arts, cultural, educational, and civic organizations at the museum as well as off-site locations.

Oversees the management of the internship program to ensure that all interns are trained, motivated, and appreciated

for the meaningful work they provide.

Hires, trains and oversees the management of school and teacher programs and materials to ensure that the museum provides curriculum- and standards-based, child-centered art education to pre-K-12 school groups.

In collaboration with the Curator, manage the planning and development of interpretative materials, thematic tours, public programs and other educational services to help adult and youth audiences better understand sculpture and art as experienced in nature.

Works closely with Development in the research, development and reporting of grants for the education department.

Required Qualifications

3+ years of experience in education

Master's Degree in education with nonprofit experience preferred.

Exceptional written, verbal, and interpersonal communication skills, persuasive writing, strong verbal communication and the ability to interact at the executive level.

Highly organized, possessing strong planning and execution skills.

Experience with accounting software, fundraising and donor management software is a plus.

Manage deadlines and competing priorities with efficiency and dependability; always a step ahead.

Self-starter who can quickly transition into a fast-paced environment.

Proficiency with databases, Word, Excel, Outlook, Adobe, Power Point, and all social media platforms.

Compensation

Apply at this Website:

Apply with this email:

director@umlaufsculpture.org

Special Instructions to Apply:

How to apply:

Interested applicants should send a cover letter, resume, two writing samples, three references, and a specific example of a project or program developed and/or managed by you, in addition, highlight how the program was evaluated.
