

Programs Administrator

Works under general direction of Pink Palace Family of Museums Director within Division of Parks & Neighborhoods to plan, develop, and administer programming. Programming activities include: exhibits, collections, education, 3D giant screen theater, Lichterman Nature Center, planetarium, historic properties, and Coon Creek Science Center. Interviews, hires, supervises, evaluates, manages and provides leadership to these departments. Selects and develops exhibits, educational programming, films, planetarium shows, and other informal education experiences. Works closely with marketing, philanthropy, and business teams to support programming initiatives. Ensures Museum programs meet strategic goals. Creates and reviews departmental revenue and expense budget for both City of Memphis funded programs and those funded jointly with the City as part of ongoing evaluation; while also drafting capital budgets. Master's degree in History, Science, Education, Museum Studies or a related field and seven (7) years progressively responsible experience in museum management, or any combination of experience and training which enables one to perform the essential job functions. Working experience with capital projects strongly preferred. Bilingual (Spanish) abilities are preferred, but not required. To see the complete job description and to apply online go to www.cityofmemphis.org and ref. Position #2016-00459 before April 19, 2017.