

THE MOUNT

EDITH WHARTON'S HOME

Public Programs Director

Overview:

The Public Programs Director is a full-time, exempt member of The Mount's senior staff and provides leadership and strategic direction to the Public Programs department. The primary role of the Public Programs department is to curate and execute a diverse array of public programs that generate excitement and deepen audience participation, including readings, a writers-in-residency, author talks and conversations, live music, and performances.

Primary Responsibilities:

- Create and execute public programs that support The Mount's mission.
- Create a strategy to broaden our audiences, including school-aged, through public programs.
- Cultivate productive cultural and community partnerships to create programs that leverage shared resources and reach new audiences.
- Draft, administer, and monitor individual program budgets and department budget.
- Supervise Public Programs Assistant, volunteers, and Programs interns.
- Oversee program logistics, including communication, audio-visual requirements, reservation of spaces/venues (on-site and off-site), and documentation.
- Develop a model for assessment and evaluation of public programs.
- Work collaboratively with all departments to provide optimal experiences for our audiences and to ensure program needs are met.
- Cultivate potential program sponsorships such as lodging.
- Oversee, coordinate, and administer the Edith Wharton Writers-in-Residence program.
- Draft press releases and introductory remarks as needed with direction from the Communication Director and/or the Executive Director.
- Provide program-related content for The Mount's website, social media, and for other marketing needs.
- Oversee ticketing process and software.
- Oversee The Mount's volunteers, including recruiting, outreach, scheduling, training, maintaining volunteer records, and volunteer appreciation events.
- Assist other departments as needed, to coordinate special interpretive programs for members and other special constituencies including prospective donors of all levels.
- Provide program-specific content for grant and sponsorship proposals and other fundraising reports.
- As a member of the Leadership Team, prepare reports for and attend Board of Trustee meetings as needed.
- Demonstrate a thorough understanding of The Mount's mission, philosophy, policies, and procedures to ensure a high quality experience for all visitors.
- Represent The Mount to a variety of special constituencies (local, regional, and national) and to the public at large.

Necessary Skills and Abilities:

- Ability to work independently with little supervision.
- Excellent written and verbal communication.
- A positive work attitude.
- Outgoing personality.
- Strong work ethic.
- Ability to work well with a team.
- Logical and methodical approach to problem solving.
- Flexible with the ability to multi-task in a highly demanding and sometimes stressful environment.
- Able to give and receive constructive feedback in any given situation.
- Ability to use computers and A/V equipment.
- Proficiency using multiple desktop and mobile software programs including Word, Excel, Outlook as well as computer literacy and ease in learning new software systems: Windows and iOS.
- Proficiency in social media platforms (Instagram, Facebook, etc.).

Education, Experience, and Interests:

- Bachelor's degree in communications, museum studies, the arts, arts management, or a related field is preferred.
- Programming and/or event planning experience required.
- Prior work with community engagement preferred.
- A strong interest in all genres of literature, both contemporary and classical, is preferred.

Special Requirements:

- Must have a valid Driver's License.
- Flexible work schedule required. Must be available nights, weekends and holiday hours. Schedule will vary based on program needs and season.

Physical Demands:

The employee is regularly required to sit and stand; push and pull with force. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand to finger objects and controls. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision; reading of written, printed, or computer screen data.

To Apply:

Cover letter and resume required for consideration.

E-mail, mail, or send resume with cover letter to: info@edithwharton.org, by e-mail; or by mail: Attn: Tammy Walger, The Mount, P.O Box 974, Lenox, MA. 01240; or by fax to 413-637-0619.

The Mount is an equal opportunity employer.