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 execute a diverse array of public programs that generate excitement and deepen audience participation, including readings, a writers-in-residency, author talks and conversations both in-person and online, live music, community events, and other performances.

Primary Responsibilities:
- Research and recommend public programs that support The Mount’s mission.
- Execute or oversee all program logistics, including communication, audio-visual requirements, reservation of spaces/venues (on-site and off-site), and documentation.
- Oversee, coordinate, and administer the Edith Wharton Writers-in-Residence program.
- Cultivate productive cultural and community partnerships to create programs that leverage shared resources and reach new audiences.
- Coordinate and host online programs including inviting authors and other guests, communicating expectations and event format and reminders to panelists. Host each event including the writing and delivery of introductions and post-event video editing and archiving.
- Draft, administer, and monitor individual program budgets and department budget.
- Supervise seasonal Public Programs Assistant, volunteers, and Programs interns.
- Oversee The Mount’s volunteers, including recruiting, outreach, scheduling, training, maintaining volunteer records, and volunteer appreciation events.
- Develop a model for assessment and evaluation of public programs.
- Cultivate potential program sponsorships such as lodging.
- Draft press releases and introductory remarks as needed with direction from the Communication Director and/or the Executive Director.
- Provide program-specific content for grant and sponsorship proposals and other fundraising reports.
- Provide program-related content for The Mount’s website, social media, and for other marketing needs.
- Oversee ticketing process and software.
- Work collaboratively with all departments to provide optimal experiences for our audiences and to ensure program needs are met.
- Assist other departments as needed, to coordinate special interpretive programs for members and other special constituencies including prospective donors of all levels.
- 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.
- Outgoing personality and positive work attitude.
- 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.
- Proficiency in social media platforms (Instagram, Facebook, etc.).
- Knowledge of Zoom Webinar, Final Cut Pro or similar video editing highly desirable.

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.

Requirements:

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

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: Michelle Dempsey, The Mount, P.O Box 974, Lenox, MA. 01240; or by fax to 413-637-0619.

The Mount is an equal opportunity employer.