

# **Director of Programs**

**Supervisor: Executive Director**

**Full-time exempt**

**Salary Range: \$65,000-\$70,000**

## **Overview:**

The Director of Programs is a key member of The Mount's leadership team that will provide hands-on leadership and strategic direction to the programs department, deepening audience participation and enthusiasm. The primary role of the Director of Programs is to curate and execute a diverse array of on-site and virtual programs highlighting Edith Wharton's artistic and humanitarian legacy, including author readings, talks and conversations, and annual writer's residencies, with an emphasis on literary events. The Director of Programs will oversee and work collaboratively with the Assistant Director of Programs, who will be responsible for creating and managing community outreach programs, including concerts, and annual sculpture show and other free public events.

## **Primary Responsibilities:**

- Create and execute public programs that support The Mount's mission to provide programs inspired by Edith Wharton's artistic and humanitarian legacy with an emphasis on literary events. Develop strategies to expand and enhance current programs and identify opportunities for new initiatives.
- Lead logistical planning for programs and coordinate all operational aspects. Work collaboratively with all departments to provide optimal experiences for our audiences.
- Manage program budgets effectively and partner with Advancement colleagues to secure the necessary funding for program operations.
- Provide program-specific content for grant and sponsorship proposals and other fundraising reports.
- Supervise the Assistant Director of Programs, and the Public Programs Coordinator.
- Strategic planning to develop, assess, and evaluate program-related goals and objectives to facilitate data-driven decision making.
- Provide program-related content for The Mount's website, social media, and for other marketing needs.
- As a member of the Leadership Team, participate in bi-weekly director's meetings and prepare reports for and attend Board of Trustee meetings as needed.
- Alignment with The Mount's mission, philosophy, policies, and procedures to ensure a meaningful and quality experience for all visitors.

## **Necessary Knowledge, Skills, and Abilities:**

- Exceptional written and verbal communication skills.
- Passion for cultivating community and establishing new partnerships.
- Strong leadership abilities and a collaborative team-oriented approach.
- Experience in programming and/or event planning.

- Knowledge of the local nonprofit/cultural landscape.
- Understanding of and commitment to the principles and practices of diversity, equity, and inclusion work.
- Proficiency in using a variety of desktop and mobile software programs, including Word, Excel, Outlook, and adaptability to learn new software systems (e.g., Windows and iOS)
- Flexible with the ability to multi-task in a demanding and sometimes stressful environment.

#### **Education, Experience, and Interests:**

- Bachelor's degree, or comparable life experiences, 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 passion for all genres of literature, both contemporary and classical, is required.

#### **Special Requirements:**

- Must have a valid driver's license.
- Flexible work schedule required. Must be available at night, 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.