

POSITION DESCRIPTION

Position Title:	Program Manager
Reports to:	Head of Programming
Staff reporting:	Project Coordinator
Hours:	Full Time

About Museum of Brisbane

This is a unique opportunity to join one of Australia's largest city Museums. Museum of Brisbane (MoB) is central to conversations about the evolving life of Brisbane, its histories and contemporary cultures.

MoB presents an award-winning program of exhibitions, events, tours and talks to encourage life-long learning. The Museum collaborates with our city's talented artists, designers, writers, historians and storytellers to create a program that reflects our contemporary culture and deepen our understanding of place. We value collaboration, encourage access, share knowledge, and represent distinct voices and perspectives.

We acknowledge the First Nations peoples of Brisbane, the Yuggara, Turrbul, Jinabara, Quandamooka and neighbouring clan groups. We are privileged to work closely with Elders, artists, writers and storytellers to celebrate and share the knowledge, art and histories of our First Nations communities.

Museum of Brisbane is home to the Museum of Brisbane Collection, which incorporates the extraordinary Easton Pearson Archive, and the historical City of Brisbane Collection.

MoB is a subsidiary company of Brisbane City Council and a not-for-profit organisation that thrives on the support of visitors and our community.

Position Overview

As a conduit for the translation of the Museum's overall vision into action, the Programming Team coordinates and collaborates across the organisation to shape a dynamic program of exhibitions and engagement opportunities to ensure seamless production of the Museum's projects and activities.

The Program Manager is responsible for overseeing the development of the Museum's engagement program including public programs, learn experiences and special projects in consultation with the Content and Experience Team.

Combining excellent relationship management, team building and project management skills, this role requires a strategic approach to planning and implementing Museum initiatives delivered onsite, online and outside the Museum setting to ensure a dynamic audience-centred approach to programming. The Program Manager will demonstrate a high degree of flexibility to adapt to shifting priorities while managing multiple project deliverables.

Reporting to the Head of Programming, the Program Manager works closely with the Programming Team to ensure strategic alignment of Museum projects and oversees the work of the Project Coordinator. The Program Manager is resourceful, independent, calm under pressure, and can interact confidently with others. An ability to build and maintain strong and effective relationships with external collaborators, stakeholders and team members is essential.

Key Responsibilities

- Evaluate projects and project opportunities in line with the Museum's strategic plan, brand and resources.
- Establish project teams in consultation with the Head of Programming and ensure presentations, meeting notes and actions are distributed in a timely manner.
- Manage project schedules, allocate resources and develop briefs and report on a range of engagement programs, including workshops, activities, talks, tours and other special events, ensuring sound budget, resource and time management.
- Ensure effective communication and work-flow strategies are in place to manage internal and external communications and approvals, ensuring project objectives and deliverables are effectively communicated and understood.
- Work closely with the Curator of Engagement to develop the engagement program which may take the form of workshops, activities, talks, tours and other special events.
- Initiate and communicate project handover of engagement activities to the Experience Team for delivery and promotion.
- Draft contracts, agreements, and MOUs, along with briefs for the engagement of artists, consultants, partners and suppliers, as well as monitor their performance as required.
- Oversee the Access & Inclusion Project Team to identify training and capacity building for MoB staff and develop initiatives that are accessible and inclusive for all visitors.
- In consultation with the Head of Programming, develop the annual program budget and monitor budgets.
- Develop and maintain communication with external contributors and stakeholders.
- Supervise the work of the Project Coordinator monitoring staff performance.
- Lead by example, participate and support organisational change initiatives, with a strong focus on teamwork and collaboration.
- Provide input or lead grant applications as required.
- Analyse existing work processes, procedures, and systems, identifying opportunities for increased efficiencies and service improvements.
- Take all safety measures when performing duties to ensure the safety of yourself and others, and comply with Museum of Brisbane's WHS policies, procedures, and Government legislation.

Key Selection Criteria

Essential:

- Demonstrated experience in program management, with oversight over multiple projects.
- Experience in driving a creative and dynamic program that draws on diverse interactive and participatory opportunities.
- Strong analytical and problems solving skills with the ability to manage multiple priorities and meet tight deadlines.
- Proven ability to lead a team to effectively realise and deliver projects.
- Demonstrated ability to work in a high energy and challenging team environment, while always remaining committed to achieving high quality results.
- Proven track record in sound budget management and high-level project reporting.
- Excellent written and verbal communication skills including exemplary interpersonal skills.
- Proficiency in Microsoft Office Suite and experience using project and task management software.
- Active interest in social history, the arts and audience engagement.
- A commitment to the flexible hours that are inherent in the arts.

Desirable:

- Tertiary qualification or equivalent experience in museum or gallery management role.