

**ORGANIZATION**      **New Bedford Whaling Museum**

**LOCATION**            **New Bedford, MA**

**THE POSITION**       **Programs Manager**

The New Bedford Whaling Museum seeks a full time Programs Manager. Reporting to the Director of Development, the Programs Manager implements a diverse slate of events and programs for the Museum.

### **Essential Duties and Responsibilities**

The Programs Manager is responsible for the successful execution of all Museum events and programs, excluding private rentals and weddings. This includes all aspects of logistics, coordination, and administration. The position manages the following scope of activities:

- Yearly slate of lecture series, symposia and conferences
- Special events, including the annual fundraising gala and exhibit openings
- Community programs and programs hosted at the Museum by community and non-profit partner organizations
- External events, including off-site cultivation events and programs

### **Specific duties include:**

- Manage the Museum's events calendar and field rental event inquiries from community and corporate partners
- Serve as on-site event coordinator for events, including: working with inter-departmental teams and community partners to plan events and programs, overseeing inventory of rental equipment, developing event floorplans, coordinating with facilities department for setup and breakdown, serving as point of contact during events, and serving as liaison between Museum and vendors
- Work closely with membership and marketing staff to organize promotional materials at events and programs
- Coordinate and prepare off-site promotional events.
- Serve as on-site technical and logistical support for Museum programs, including film festivals, lectures, live performances, and presentations.
- Manage Museum's inter-departmental tech support group to ensure all members are trained and knowledgeable about Museum technology and processes.
- Perform other duties and special assignments not specifically stated.

### **Requirements**

- Bachelor's degree, or equivalent coupled with appropriate experience
- Highly effective project management skills
- Ability to problem solve and handle multiple projects at once
- Knowledge of audio/visual/theater technology a plus
- MS Office proficiency required
- Ability to lift heavy objects
- Ability to work on evenings, holidays and weekends required

### **Certificates, licenses**

- Must have and maintain a valid Driver's License and a reliable form of transportation
- TIPs certification will be requested, but is not required at the time of application

**APPLICATION INSTRUCTIONS:** Send resume, cover letter, and salary requirements to Michelle Taylor, Vice President – Operations and CFO, at [mtaylor@whalingmuseum.org](mailto:mtaylor@whalingmuseum.org). The employer is committed to equal employment opportunity for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, veteran status, age or disability.