

**Program and Events Manager Job Description**

MarinMOCA, currently celebrating its 35th year, is located at 500 Palm Drive in Hamilton. The Museum is in the officers’ headquarters of the former Hamilton Air Force base, a beautiful campus with 1930’s Spanish architecture. MarinMOCA operates a 3-room gallery, 58 artist studios, an adult education program teaching 200 studio art classes annually, a public school enrichment program for every 4th grader in Novato, a Museum Store, outreach programs for at risk youth, and over 15 exceptional art exhibitions annually. MarinMOCA has been voted “Best Museum in Marin” for three years running.

**Job Description**

The goal of the Program and Events Manager is to increase MarinMOCA’s service to the community through education and outreach programs.

The role requires approximately 20 hours a week. Two of these days will be at the Museum and one day can be working from home. About 25% of the hours will be in supervising events that occur in the early evening and/or on weekends.

The Program and Events manager will:

* Manage the Novato 4th grade art enrichment program by recruiting and supervising volunteers who host field trips to our campus over a 4-5 month period each year.
* Project manage our twice annual Open Studios program which occurs on one weekend each in May and October
* Handle community outreach activities, which occur about 4 times a year and involve events like art workshops for at risk youth and programs presented by our artist in residence
* Plan and supervise several outdoor receptions which occur on Saturday evenings in the summer/fall
* Liaison with our corporate sponsors for the purpose of planning evening client receptions at the museum (2-3x year)
* Manage our docent tour program which involves training docents and scheduling group tours.
* Plan and coordinate programs which attract and serve young professionals and families with children.

**Required Experience:**

* Minimum of two years of project management experience involving volunteers. A track record of ideation and success in implementing new programs.
* Recent experience managing educational programs for children or adults.
* Ability to set and manage a budget.
* Excellent communication skills and a track record of supervising people.
* Work experience in the non-profit sector, especially with museums, is a plus.
* Knowledge of contemporary art is helpful.
* Good physical shape, as the role involves setting up tables and chairs.

**Compensation**

Compensation is negotiable and will be paid on an hourly basis. No benefits are included, unfortunately.

**To apply**

Send a cover letter and resume to Executive Director, Nancy Rehkopf, at [nancy@marinmoca.org](mailto:nancy@marinmoca.org).

**Thank you!**