



## **The Cummer Museum of Art & Gardens Employment Opportunity – Manager of Community Outreach**

The Cummer Museum of Art & Gardens is increasingly advancing its role as a leading public and cultural institution in Northeast Florida. We are looking for a Full-time Manager of Community Outreach who will work across departments and with the community at large to manage, nurture, evaluate, and retain strategic partnerships and collaborations. They will help to develop and implement a strategy to promote diverse community engagement that prioritizes positive outcomes and a sense of belonging for all, including marginalized audiences, through relevant and inclusive programming. This important community-facing work will not only promote the highest engagement with exhibitions, the permanent collection, the gardens, and museum-based research for diverse audiences, it will also leverage these assets to address meaningful community needs and desires. The Manager of Community Outreach will work with an internal cross-departmental committee and community stakeholders to co-create experiences that occur on and off campus and in the virtual realm and result in meaningful connections between the Museum and the community.

### Essential Function:

The Cummer Museum is a dedicated partner that provides our communities with equitable access to the arts, helping people to know each other and express themselves through conversation, creativity, and collaboration. Art and nature have the power to heal, connect, educate, and inspire – all of which can promote the health and happiness of our communities. In their role, the Manager of Community Outreach will center equity and inclusion; embrace the Museum’s interdisciplinary teaching and learning approach; lead with art and gardens; and advance the Museum’s role as a leading national resource that brings people together through the power of creativity, wellness, and lifelong learning. Placemaking—the purposeful hands-on approach to improving neighborhoods through collectively reimagining and reinventing public spaces—is a critical framework to achieve our goals and objectives.

- Support the Museum’s mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individuals, commitment to our community, and accountability and ownership
- Support the Museum’s commitment to creating a relevant and accessible art museum built on a foundation of the highest quality artistic, garden, and educational experiences
- Manage the operational planning and implementation of all community engagement activities. Serve as a key member of collaborative project teams to plan and implement signature Museum events, such as Summer at the Cummer and MLK, Jr. Day and as an important contact and source of information for stakeholders

- Work cross departmentally to help develop and implement an outreach strategy that prioritizes strategic placemaking experiences that highlight Jacksonville's uniqueness, center the Museum's assets, build bridges to Museum access, and promote positive outcomes for the community, including marginalized audiences
- In conjunction with members of the executive team, manage cooperative relationships and work collaboratively with community leaders, public officials, business contacts, donors, and visitors to pave the way for future opportunities and partnerships. Identify important factors for involving and retaining support from the corporate community
- Nurture relationships with faculty, artists, art and cultural institutions, community groups, as well as individuals with the goal of co-creating high impact engagement opportunities
- Actively listen and be informed about community issues and needs, along with museum industry and non-profit trends, with the goal of sharing internally to develop relevant and responsive experiences
- Work with the Advancement Department to coordinate the identification, solicitation, and stewardship of prospects/donors
- Provide content to the communications team that positions the Cummer as a community leader and resource. Share the impact of our community engagement work and the value of our partnerships and experiences
- Working collaboratively across departments, contribute to shaping yearly adult & multi-generational program plans for the institution. Follow procedures and processes to ensure accessibility and inclusivity in all offerings
- Other duties as assigned

#### Knowledge, Skills and Abilities:

- Bachelor's degree
- Minimum of 3 - 5 years of increasing responsibility in community outreach with a strong record of building long-term relationships
- Demonstrated track record of building, cultivating, and sustaining external partnerships that amplify the reach and effectiveness of the Museum and lead to measurable results for both the Museum and the community
- Demonstrated understanding that diversity, equity and inclusion are integral parts of effectively executing the Museum's work. Deep interest in and willingness to develop and co-create programming that centers around diversity, equity, access, and inclusion and welcomes all people, including people from diverse backgrounds and marginalized audiences
- Ability to communicate effectively and with care and diplomacy, both verbally and in writing, when interacting with partners, vendors, staff, and volunteers. Bilingual preferred
- Ability to be a collaborative, creative, flexible, and resourceful problem solver
- Experience developing strategies, program plans, and budgets to achieve organizational goals. Ability to analyze community needs, identify opportunities, and adapt strategy to changing conditions
- Possess excellent work habits, including organization, planning, and time management skills; attention to detail; and ability to meet strict deadlines in a fast-paced environment
- Proficient in Microsoft Office 365.
- Schedule will include some nights and weekends, such as Summer at the Cummer Friday evenings and community days such as MLK Day

- Valid Florida driver license

Qualified applicants send cover letter, résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or [jobs@cummuseum.org](mailto:jobs@cummuseum.org)

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

**COMMITMENT TO DIVERSITY**

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.