Ahha Tulsa
Job Description

Position Title: Public Programs & Engagement Manager
Reports To: Director of Programs & Engagement
FLSA Status: Salaried/Exempt
Salary: $50,000 per year

Ahha is a 501c3 nonprofit organization whose mission is to cultivate a more creative community. Founded in 1961, ahha advocates for arts and culture policies and programming in the community and in the education system. Ahha takes a lead role in fostering cooperation among Tulsa arts and humanities organizations as a whole to benefit the entire community; and develops, supports and nurtures innovative programs and exhibits that bring the arts to the public. Ahha operates a state-of-the-art facility to support the mission, the Hardesty Center in the downtown Tulsa Arts District.

Position Summary:
The Public Programs & Engagement Manager works both independently and collaboratively to develop and implement ahha’s Hardesty Center programming. Public programs include, but are not limited to, STUDIO activities, classes & workshops, camps, tours, Mayfest art activities, scheduled lab access, and open lab sessions. This position is instrumental in building quality programming opportunities that appeals to diverse audiences and inspires creativity.

Essential Duties and Responsibilities:
Other duties may be assigned in keeping with the mission of ahha:

- Works collaboratively with the Director of Programs & Engagement to develop, implement, and evaluate public programming at the ahha Hardesty Center and Tulsa Mayfest.
- Manages all aspects of the ahha Hardesty Center STUDIO, classes & workshops, camps, tours, Mayfest art activities, scheduled lab access, and open lab sessions.
- Works collaboratively with the Manager of School & Community programs to design and implement Any Given Child- ahha tours and curriculum.
- Manages the On-Site Programs operational budget. Assists with budgeting for programming related to exhibitions and Tulsa Mayfest.
- Works collaboratively with the Manager of Exhibitions & Facilities and exhibiting artists to design and implement engaging exhibition interpretation and programming.
- Works collaboratively with Guest Services team and Communications team to design programming that drives attendance and meets organizational goals.
• Provides Communications Director with content for marketing, e-news, and digital promotions
• Seeks ongoing opportunities for meaningful professional development
• Stays informed on current trends and best practices in creative programming for all ages

Ahha Values:
Employees of ahha must be committed to upholding the values of the organization. At ahha, we are:

  Creative, Accessible, Engaging, Collaborative, and Fun!

Supervisory Responsibilities:
Directly supervises part-time STUDIO Ambassadors, in partnership with Guest Services Manager, and contract Teaching Artists. Carries out supervisory responsibilities in accordance with the ahha's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies:
To perform the job successfully, an individual should demonstrate the following competencies:

  Continuous Improvement
  • Works hard consistently and enthusiastically
  • Displays original thinking and creativity
  • Meets challenges with resourcefulness
  • Develops innovative approaches and ideas

  Integrity
  • Accepts accountability for personal performance and behavior
  • Admits and takes responsibility for correcting mistakes
  • Represents collective interests over personal gains

  Teamwork
  • Able to establish and maintain effective and professional working relations with coworkers
  • Relates well to all kinds of people, building rapport with diplomacy and tact
  • Shows empathy and respect towards others

  Customer Service
  • Deals courteously and effectively with the public at all times
  • Responds promptly to customer needs
  • Solicits customer feedback to improve service
Safety and Security
• Adheres to all safety regulations and policies and maintains a safe and productive workplace for visitors, program participants and fellow employees
• Reports potentially unsafe conditions

Project Management
• Develops project plans
• Coordinates projects and communicates changes and progress to the team
• Completes projects on time and budget

Leadership
• Displays passion and optimism
• Inspires respect and trust
• Serves as a role model for employees, embodying ahha’s core values
• Mobilizes others to fulfill the ahha mission and vision
• Accepts feedback from others
• Gives appropriate recognition to others.

Business Acumen
• Understands business implications of decisions
• Displays orientation to profitability
• Demonstrates knowledge of market and competition
• Works within approved budget
• Develops and implements cost saving measures
• Develops strategies to achieve organizational goals
• Adapts strategy to changing conditions

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor’s degree from college or university in museum studies, arts education, arts administration, or a related field; four or more years related experience and/or training; or equivalent combination of education and experience.

Language Skills
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of ahha employees, managers, clients, customers and the general public.
**Mathematical Skills**
Ability to calculate figures and amounts such as discounts, proportions and percentages. Ability to apply basic concepts of algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios and decimals to practical situations.

**Computer Skills**
Microsoft Word; Microsoft Excel; Microsoft PowerPoint or Prezi; Square or equivalent point of sale system; Internet Browser(s)- Explorer, Chrome, Safari, etc.; Tessitura or equivalent program registration system.

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires moderate standing; moderate walking; substantial sitting; moderate reaching with hand and arms; minimal climbing or balancing; minimal stooping, kneeling, crouching or crawling; substantial talking or hearing; lifting up to 20 pounds.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work environment involves minimal wet or humid conditions; minimal work near moving mechanical parts; minimal work in high, precarious places; minimal work with or around fumes or airborne; minimal work with or near toxic or caustic chemicals; minimal work in outdoor weather conditions; moderate work with moderate noise level; and moderate work with high noise level.