



POSITION: DIRECTOR OF EXHIBITIONS & PUBLIC PROGRAMS

The GLBT Historical Society is a 501(c)3 nonprofit organization that collects, preserves, exhibits and makes accessible to the public materials and knowledge to support and promote understanding of LGBTQ history, culture, and arts in all their diversity. Founded in 1985, we are recognized internationally as a leader in the field of LGBTQ public history. We steward and make accessible one of the world's largest repositories of LGBT historical materials through our archives and operate the nation's first museum of LGBT History and Culture in San Francisco.

POSITION DESCRIPTION

The Director of Exhibitions and Public Programs is a key leadership position within our organization, pivotal in overseeing all aspects of museum operations, including curatorial, exhibitions, public programming, fundraising, facility management, and community engagement. Reporting directly to the Executive Director and supervising the Senior Manager of Museum Experience, Museum Registrar/Curatorial Specialist, and overseeing the work of Visitor Services Associates and volunteers, this role requires a dynamic individual with a strong background in museum management, staff and volunteer engagement, curatorial practices, programming, fundraising, and public relations. The position will join the Society during an exciting moment of museum expansion and will play an important role in planning and growth management.

JOB RESPONSIBILITIES

Leadership:

- Develop and execute a strategic vision, plan, and evaluation for all aspects of the museum operations, exhibitions, and public programs in alignment with the organization's mission and goals.
- Provide leadership, supervision, and guidance to staff and volunteers to ensure the museum's success and growth. Provide counsel and support to other Society programs.
- Serve as a member of the Society's leadership team and engage with Board activities.
- Develop and manage the budget for the museum, exhibition, and public programs.
- Foster a culture of inclusivity, diversity, and equity within the museum and its programming.

Curatorial and Exhibitions:

- Oversee the development and curation of exhibitions that explore and celebrate the diverse history and culture of the LGBTQ+ and allied communities.
- Collaborate with curatorial staff and community partners to ensure exhibitions are engaging, educational, and reflect contemporary issues and perspectives.

- Collaborate with staff to manage the acquisition, preservation, and interpretation of material related to LGBTQ+ history and culture. Oversee the organization's loan program in partnership with staff.

Public Programming:

- In partnership with staff, oversee the development and implementation of a diverse range of public programs, events, and educational initiatives to engage diverse audiences.
- Establish and expand partnerships with educational institutions, community groups and organizations, and cultural institutions to grow the museum's reach and impact.
- Ensure programming aligns with the organization's mission and promotes understanding, dialogue, and advocacy.

Fundraising and Public Relations:

- Write museum and public programming-related grant proposals and manage funding contracts, including reporting. Seek out possible funding sources.
- In partnership with the Director of Development and Executive Director, cultivate relationships with donors, sponsors, and funding partners to sustain and grow the museum's programs, initiatives, and capital needs. Explore and implement innovative revenue streams to support the museum's operations and expansion.
- Partner with Marketing staff to ensure exhibitions and programs are promoted publicly. Serve as a spokesperson for the museum, exhibitions, programs, and initiatives to the public, media, and stakeholders. Represent the organization at appropriate speaking engagements, collaborations, and partnerships.

Facility Operations:

- Oversee the museum's day-to-day operations, including maintenance, security, and visitor services. Ensure the museum's facilities are well-maintained accessible, and provide a welcoming environment for visitors. Work with staff to create and implement policies and procedures to ensure the safety and security of staff, volunteers, visitors, and collections.
- Identify museum facilities' needs and provide strategic leadership in museum expansion and maintenance projects.

QUALIFICATIONS

- Master's degree in Museum Studies, Arts Administration, Art History, Public History, or related field preferred.
- Minimum of 5 years of progressively responsible experience in museum management, gallery environment, or similar cultural/non-profit organization, including responsibilities in staff management, curatorial practice, public programming, and operations required.
- Proven track record in successful fundraising, grant writing, reporting, managing government contracts, and donor relations.
- Experience working with LGBTQ+ and diverse communities is required; knowledge of LGBTQ+ history and culture is preferred.

- Commitment to and proven track record in advancing justice, equity, diversity, inclusion, and accessibility in all aspects of museum and organizational practices.
- Proficiency in budget management with at least three years of experience is preferred.
- Excellent leadership, supervision, and team-building skills, with the ability to motivate and inspire staff, volunteers, interns, and stakeholders.
- Excellent interpersonal, oral, and written communication skills, including communicating complex ideas to diverse audiences and engaging with diverse stakeholders.
- Strong computer skills: Windows, Microsoft Office (Word, Excel), and Google Suite are required; experience with museum collections management software, ticketing software, and Salesforce is preferred.

PHYSICAL ABILITIES

- Ability to communicate via phone, video calls and e-mail
- Ability to lift and carry 25 pounds
- Ability to sit or stand for extended periods.

POSITION DETAILS

- Salary: \$90,000/annually
- Full Time, Exempt Position
- Benefits: Medical, dental, vision, commuter benefits, 14 paid holidays, and PTO benefits are included. A 401(K) employer matching program is available.
- Location: GLBT Historical Society, 989 Market St. Lower Level, and 4127 18th Street, both in San Francisco, CA, with hybrid/remote work options.
- Ability to work evenings or weekends on occasion required

COVID HEALTH AND SAFETY

COVID-19: We have taken enhanced health and safety measures—for you, our other guests, and our staff. All visitors, volunteers, and staff must follow and ensure the operation of all posted instructions while in GLBT Historical Society facilities. An inherent risk of exposure to COVID-19 exists in any public place where people are present. All GLBT Historical Society employees and volunteers are required to be vaccinated against COVID-19. The final shot must occur 15 days or more before the start date. Here is the link to our full policy: <https://www.glbthistory.org/covid-19-information>.

HOW TO APPLY

To apply for this position, submit a resume and cover letter to jobs@glbthistory.org. With the subject line: **Director of Exhibitions and Public Programs**. **No calls, please.**

EQUAL OPPORTUNITY

The GLBT Historical Society affirmatively values diversity and seeks to hire staff that reflects the diversity of our communities. We are an equal opportunity employer. The Society is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex, sex stereotype, race, color, creed, gender, gender identity, gender expression, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, weight, height, military or veteran status, or any other characteristic or status protected by federal, state, or local law.

This policy applies to all employment practices, including hiring, benefits, promotions, training, disciplinary action, and termination.