Title: SEED Lab Programs Manager
Reports To: SEED Lab Curator
FLSA Status: Exempt
EEO Class: First/Mid Offs & Mgrs.
Approved By: Museum Director and CEO

The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story and welcomes, nurtures, and leverages diversity and inclusion in all we do and recognize all are enriched with the inclusion of diverse voices, viewpoints, and skill sets.

Summary Position Statement

Under the general supervision of the SEED Lab Curator, this position enhances and facilitates Museum SEED Lab programming through innovative projects, convenings and events that advance community engagement and furthers community discussion around civic issues.

This is a one-year term funded position.

Essential Functions

- Coordinate programmatic functions at SEED Lab, working closely with the SEED Lab Curator and the project team
- Contribute to the research, evaluation, data analysis, and the development and presentation of projects and programs
- Explore the leading edge of community curation and public engagement
- Work to guide and implement programs that engage, strengthen and inspire the community
- Develop and lead cross-sector, cross-platform and multi-disciplinary conversations and practices
- Work with creative practitioners on projects and host visiting professionals
- Contribute to creating opportunities for diverse audiences and inclusive programming, including land acknowledgement trainings and workshops
- Nurture existing and develop new relationships with community members, creative practitioners, and other SEED Lab stakeholders
- Work within budgets
- Work to support the goals of SEED Lab and the mission of the Anchorage Museum
- Serve as a skilled facilitator for community conversations, lead workshops on a variety of topics and through a variety of forms
• Speak to the role of public art and creative practice as an important tool for envisioning the future and in proposing solutions
• Write and speak about the project and practices
• Monitor and foster SEED Lab communication
• Work on developing communications to promote projects and programs, including on social media platforms
• Work with photographers and videographers to document and storyboard
• Work to document projects in creative ways to contribute to and organize the archival “memory” of the project
• Serve as a steward of the SEED Lab “House”

Non-Essential Functions

• Coordinate project teams, volunteers, interns, content experts and others as needed
• Assist with applications for funding for the research and projects, and assist with grant writing as needed
• Engage participants in the virtual world
• Speak to the value and process of design thinking, innovation, entrepreneurship
• Other duties as assigned

Knowledge/Skills/Abilities

• Excellent interpersonal and communications skills
• Able to work professionally and collaboratively with colleagues from diverse backgrounds in a team-oriented environment
• Ability to work independently and as part of a team
• Ability to receive and respond to feedback
• Strong organizational skills and able to set and carry out short-term goals while keeping long-term goals in mind
• Able to solve practical problems, deal with a variety of concrete variables in situations where only limited standardization exists, while messaging big-picture goals and significance
• Ability to work independently and organize time efficiently to meet deadlines
• Ability to handle multiple tasks and projects with changing priorities as required
• Ability to lead SEED Lab workshops and conversations as a skilled facilitator
• Strong listening skills and the ability to see and seize opportunity to mutual benefit
• Strong leadership qualities and abilities
• Initiative and ability to undertake and complete tasks and projects as they arise
Qualifications

- Bachelor’s degree in art, public planning, policy, project management, education, museum studies, design, art history, social sciences or other related field, Master’s degree preferred
- Three years’ experience, or demonstrated track record, in a programmatic or other closely related position or an equivalent combination of education and experience, as a community curator, designer, facilitator, contemporary artist, community organizer or project manager

Employee Expectations

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support and uphold the policies, procedures of the AMA
- Possible evening and weekend hours might be applicable

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include color and close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and 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.

The noise level in the work environment is usually moderate.