

Vincent Price Art Museum Foundation Contractor Description

Title: Public Programs Consultant (Contract Position)

Pay Range:

\$25-\$35 per hour (based on experience); 3 days per week (8 hours per day), with a minimum of 2 days on site, with weekend flexibility based on events schedule. This is a contract position with an initial term of 4-5 months, with the possibility that the role could extend beyond that timeframe.

Position Overview:

VPAM is seeking a highly motivated and creative individual to join our team as a Programs Consultant on a contract basis. The successful candidate will be responsible for planning, coordinating, and executing three adult public programs in coordination with the curatorial team as well as providing support to intergenerational and/or student-centered programs in coordination with the education team during the spring/summer exhibition season (May-August 2024).

The Programs Consultant reports to the Foundation's Interim Executive Director and is in direct consultation with the Museum Director and Curatorial and Education staff for projects and activities. The Programs Consultant is a contracted, temporary, grant-funded, and project-based position that is expected to last through the spring/summer exhibition season, with the possibility that the role could extend beyond that timeframe.

Key Responsibilities:

- Develop, plan, and implement up to three adult public programs that align with VPAM's 2024 spring/summer exhibitions and reflect diverse perspectives that will engage our broad audiences.
- Collaborate effectively with curatorial and education staff, community partners, and artists to conceptualize and plan programs, which could include but are not limited to: artist lectures, panel discussions, workshops, film screenings, or performances.
- Cultivate relationships with artists, scholars, faculty, students, community members, and other stakeholders to develop engaging and culturally relevant programming.
- Manage all aspects of event logistics, including venue arrangement, partner and artist coordination, equipment rentals and set up, catering, etc.
- Consult with VPAM Foundation's Interim Executive Director to manage budgeting and ensure cost-effective strategies when developing programs.
- Coordinate outreach efforts with VPAM's communications personnel to promote public programs and engage target audiences, including social media campaigns, email newsletters, and community partnerships.
- Collaborate with curatorial and education teams to integrate public programs with current exhibitions and educational initiatives, if needed.
- In consultation with VPAM's Curator of Education Programs, provide secondary support to intergenerational and/or student-centered programs during the exhibition season.
- Assist with evaluating program effectiveness and audience feedback to inform future programs planning.

- Maintain accurate records and documentation of all public program activities for reporting purposes.

Qualifications and Skills:

- Bachelor's degree in art history, arts education, museum studies, or related field and/or minimum of 2 years of experience in event planning, program coordination, or related roles, preferably within a museum or cultural institution.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Demonstrated understanding of diverse cultural perspectives, contemporary art, and community engagement strategies.
- Proficiency in Microsoft Office Suite, Google Workspace, and social media platforms.
- Demonstrated flexibility to accommodate evening and weekend schedules for event coverage.

Application Instructions:

To apply, please submit a cover letter and resume to Hataya Tubtim, at htubtim@vpam.org with the subject line: Public Programs Consultant. Application deadline is May 10, 2024 at 4pm.

VPAM is an equal-opportunity employer and values diversity in all forms. We encourage individuals from underrepresented communities to apply.

About VPAM:

The Vincent Price Art Museum (VPAM) is a dynamic cultural institution dedicated to showcasing under-recognized artists and fostering an inclusive museum where our diverse communities are seen, welcomed, and engaged. Located at East Los Angeles College, the museum serves as an educational and cultural resource for the diverse audiences of the college and its surrounding communities through the exhibition, interpretation, collection, and preservation of works in all media of the visual arts. In reflecting its local communities, VPAM has emerged as a national leader in the field of contemporary art, by centering Latinx and BIPOC artists in its collections, acquisitions, exhibitions, programs, and partnerships and by organizing museum education and workforce development programs with ELAC to diversify and ultimately transform the museum field.