

LESLIE – LOHMAN MUSEUM OF ART

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.

Senior Programs Producer

Employment type: At-will

Reports to: Director of Engagement and Inclusion

Employment status: Full-Time, non-exempt position

Salary range: \$52,000 - \$55,000 annually

About LLMA

The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multi-faceted LGBTQIA+ perspectives – serving as a home for queer art, artists, scholars, activists, and allies, and a catalyst for discourse on art and queerness. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. Through annual exhibitions, public programs, educational initiatives, artist fellowships, and a journal, LLMA forefronts the interrelationship of art and social justice for LGBTQIA+ communities in NYC and beyond. Our collection includes over 25,000 objects spanning three centuries of queer art.

LLMA was born in the spirit of liberation, amongst widespread battles for civil rights. Our co-founders put on their first exhibition of gay artists in 1969 in their SoHo loft; a radical and dangerous act when sharing this work publicly was still illegal. In 1987, during the AIDS pandemic, and in the face of political vilification, the institution became the first-ever nonprofit with “gay” in its name. In 2016, Leslie-Lohman became an accredited museum. This formal change helped us move from a foundation centered around gay, white, cis-male community to becoming an inclusive home for LGBTQIA+ art, artists, and community. LLMA is at a critical inflection point in our story and poised for significant growth. While the hallmarks that informed LLMA’s beginnings—creativity, inclusion, and activism—continue to serve as guideposts for the future, the new Executive and Curatorial leadership are intent on amplifying our legacy through radical thought-leadership and support of new artist-led activities. Our aim is to center inspiring queer narratives, celebrate humanity, and forefront dignity during this complex time of sociopolitical evolution.

Job Summary

Leslie-Lohman public programs aim to offer the Museum as a place for queer community building and growth where folks from all walks of life share ideas, lived experiences, and joy. The Senior Programs Producer will fully execute all public programs – both exhibition related and community responsive. This role co-designs public programs and collaborates closely with the Director of Engagement and Inclusion, the Curatorial Department, the Executive Director and the Director of External Affairs to vision and produce the Museum’s public program offerings. This role is the key point of contact for all external programmatic collaborators and partners and is responsible for managing programmatic budgets.

Ideal candidates in the role of Senior Programs Producer will be interested and energized by collaboratively thinking through the following central question driving engagement at the Museum: how might LLMA decenter itself as an arbiter of knowledge, and become a place for collective meaning-making?

The Senior Programs Producer focuses on two key areas in relation to Public Programs:

1) Program Ideation 2) Program Execution

- Collaboratively ideating public programs that drive community engagement
- Executing quality public programs from inception through outreach, execution, documentation to public share-out, including identifying organizational learnings in the process
- Supporting digital promotion of public programs through gathering necessary assets and monitoring online engagement and performance

Anticipated ratio of time spent per area:

30% **Ideation**, general duties include the following:

- Contribute to the collaborative team visioning of programmatic seasons with investment, confidence, and responsiveness
- In advance of exhibition openings, bring public program ideas to the table; Gather ideas from within as well as from outside proposals, to determine feasibility and alignment with the museum’s program budget, exhibitions, mission, and values.

- Develop a production plan once programs are decided upon that includes communicating and securing needs for program success in the lead up, day of, and afterwards
- Execute the production of public programs to assure robust community outreach, attendance, quality experience, and documentation
- Manage the arc of public programs including leading the team through debrief and learning processes
- Take into consideration collaborative opportunities to involve the Museum's Fellowship Program and its Alumni Artists
- Receive and field outside proposals for programs and events routed through emails to the Staff and through our info@ email address, to determine feasibility, with a timely response

70% **Execution** general duties include the following:

- Ensure robust promotion of program seasons by gathering and sharing assets with Communications team and tracking interest, attendance, and follow ups
- With deep investment, anticipate and support the planning and announcement of public programs ahead of each season.
- Manage programmatic budgets and produce community-responsive public programming, including but not limited to exhibition-related public programming that is within these set organizational budgets.
- Plan and execute the logistics for public programming including communicating with panelists, performers, and hosts regarding contracts, bios, images for promotion, tech riders, etc.
- Execute the financial vendor process including onboarding artists/performers, coordinating receipt of invoice and W9 and submitting to accounting, etc.
- Research, maintain, and communicate best practices for event accessibility with the support of the Staff, and specifically Director of Engagement and Inclusion.
- Manage the execution of large-scale annual events including permits, booking performers, workshops, vendors, fliers and promotion.
- Liaise with the Visitor Experience team to schedule staffing and volunteer support needed for all public programs.
- Manage necessary programming support including photographers, AV technicians, and gallery set-up.
- Overseeing debrief processes for staff, including report-out on number of attendees, key metrics, learnings, and areas for deeper engagement and growth.

- Provide the communications team with all assets to ensure programs are represented online (Museum website and social media) with appropriate artist approved assets, social copy, and image descriptions.
- Update the website with upcoming events in a timely manner
- Respond quickly to correct website and event-page errors as they occur, seeking team support when necessary.
- Write and send copy for thank you's and follow ups to guest attendees.

The Ideal Candidate Will Possess:

- Bachelor's Degree
- Minimum of 3 years experience in program production with a track record of well produced, exciting and meaningful community-centered programs
- A commitment to developing repeatable systems that support program quality, audience engagement and growth, and organizational learning
- Ability to write program descriptions that are engaging and clear in style and purpose
- Strong Project Management and Production skills
- Understanding of practices to make programs more accessible for wheelchair users, Deaf and hard of hearing community and those who use digital assistive technologies– for example, familiarity with Alt Text and image description
- Familiarity with evaluating and messaging physical venue accessibility
- Enjoys thinking outside the box, building and cultivating community through thoughtful engagement
- Highly organized and detailed with an ability to multi-task various projects and timelines, operate against objectives, and meet deadlines
- Experience working successfully and collaboratively with a variety of different colleagues and partners
- A desire to take part in participatory community building with the LLMA Staff and Community; and and an advocate for NYC arts and culture
- Passion for and deep knowledge of the Leslie-Lohman Museum of Art's mission and vision.

To apply:

Please send a resume along with a cover letter addressing both your interest in LLMA and your qualifications for this position to jobs@leslielohman.org. All attachments should be in PDF format.

Accessibility:

The Leslie-Lohman Museum of Art strives to provide a welcoming environment to all visitors and applicants. We are located at 26 Wooster Street, New York, NY 10013 (between Grand Street & Canal Street). Five external steps lead to our entrance doors; a wheelchair lift is available by pressing the doorbell located on the sidewalk level near the lift. The galleries and offices are wheelchair-accessible, and a single-occupancy accessible restroom is located behind the visitor services desk; all restrooms are gender-neutral.

The Leslie-Lohman Museum of Art is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, or any other status protected by the laws or regulations in the locations where we operate. The Leslie-Lohman Museum of Art will not tolerate discrimination or harassment based on any of these characteristics. The Leslie-Lohman Museum of Art encourages applicants of all ages.