



Director of Program Planning & Administration

Finance & Administration Division

The Baltimore Museum of Art (BMA) seeks to fill the position of Director of Program Planning & Administration, a part of the Finance & Administration division. This position provides leadership and management for the cross-departmental and cross-divisional development of a comprehensive programming plan for institutional mission-driven and earned revenue generating initiatives. Reporting to the Deputy Director for Finance & Administration, this position facilitates collaborative working processes and effective communication among colleagues to develop schedules, work plans, evaluation metrics, and budgets that achieve BMA strategic goals.

RESPONSIBILITIES

Responsibilities include but are not limited to:

- Working closely with all BMA departments, facilitates a process that integrates all exhibitions, programs, rentals, and community collaborations in consideration of established and prioritized institutional goals, including earned revenue.
- Directs the development of the museum's exhibitions program, developing exhibition content for approval, layering content and audience areas to ensure balance. Ensuring proper resource allocation and output potential on seasonal, annual and multi-year bases.
- Develops and oversees multi-year exhibition calendar.
- Acts as primary liaison on all exhibition contracts and letters of agreement, ensuring implementation and compliance with all terms and conditions
- Integrates the planning, alignment and implementation of education, membership and curatorial Friends Group programs.
- Oversees the development and implementation of expanded venue rental program.
- Supervises the Exhibitions & Rental Coordinator.
- Evaluates the effectiveness of exhibitions and programs by measuring their outcomes and communicates these outcomes with colleagues to establish a trajectory of improvement.

This full-time, exempt position reports to the Deputy Director of Finance & Administration.

QUALIFICATIONS

- Bachelor's Degree, art administration, museum studies or art history preferred
- 7-10 years of professional museum experience, including some exhibition management
- 3-5 years of Project Management experience
- Extensive knowledge of collection management practices
- Strong problem solving & presentation skills
- Knowledge of financial procedures and accounting, including budgeting, presentation of financial performance and invoicing.
- Strong organizational and supervisory skills
- Ability to multi-task
- Excellent written and verbal communication skills
- Ability to work independently
- Strong interpersonal skills and good judgment. Interest in collaborating with a wide range of stakeholders and constituents.

BENEFITS

The BMA is an equal opportunity employer and a drug-free workplace. We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b deferred compensation retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum shop, program and exhibition, and restaurant discounts, reduced fee gym membership and a continuing education discount. We also offer 4 weeks of earned vacation, 9 holidays, 3 personal days, a floating holiday, and 12 sick days each fiscal year.

APPLY

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Director of Program Planning & Administration”** and **your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.