

*The Mattress Factory is an Equal Opportunity Employer. The Museum is committed to workplace diversity and to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*

## **COMMUNITY ENGAGEMENT MANAGER**

**FLSA Status:** Full-time, Exempt

**Salary:** \$35,000-37,000

**Reports to:** Director of Education and Community Engagement

### **WE ARE:**

The Mattress Factory is a contemporary art museum on the Northside of Pittsburgh, founded in 1977. We feature site-specific installations created by artists in residence from around the world.

### **To be successful in this position, you must:**

Have a passion for collaborating with community members, local schools, and Northside organizations to create mutually beneficial and meaningful relationships. Serve as an essential liaison that strives to find opportunities to connect artists in residence and Museum staff with Northside communities through thoughtful education programs, artist-centered projects, surveys and listening sessions. A strong candidate will be reliable, detail oriented, capable of planning and executing complex projects involving a wide range of stakeholders and excel at creating welcoming and accessible opportunities for all participants.

### **YOUR ROLE:**

- Plan, staff, and implement ongoing educational programs with key Northside partners including Pittsburgh Public Schools, social service organizations and after-school programs
- Establish and maintain important relationships with organizations and community members in nearby neighborhoods
- Curate and host events to engage relationships between neighbors, artists, and staff members through programs, listening sessions, outreach, etc.
- Liaise between Mattress Factory (artists and staff) and relevant organizations and community leaders in Pittsburgh; represent Mattress Factory in the community
- Play an essential role in the management and direction of Museum initiatives involving community members and/or participants in community settings
- Pilot and assess community drop-in programs at the Museum
- Invite community stakeholders to Museum exhibitions and events
- Provide direction and mentorship to part-time Educators and Teaching Artists assigned to community educational programs, particularly children's programs
- Schedule and approve hours assigned to part-time Educators and Teaching Artists involved in community programs
- Track and document programs, participants, goals and outcomes to contribute to grant reports
- Develop and manage the Community Engagement budget in collaboration with the Director of Education

### **QUALIFICATIONS:**

- Minimum of 3 years experience collaborating with community organizations and stakeholders with an emphasis on connecting communities with the arts
- Minimum of 2 years experience teaching in diverse community settings
- Minimum of 2 years experience managing programs (including budgets, partners, and staff)
- Demonstrated commitment to best diversity, equity, inclusion, and accessibility practices and willingness to learn new concepts
- Ability to work independently and in teams to plan and implement high quality social and educational experiences
- Knowledge of progressive education approaches in informal education environments and community settings
- Strong understanding of artistic processes and materials and willingness to learn new concepts

- Strong teaching skills including the ability to adapt key content to age-appropriate lessons
- Strong creative problem-solving skills and willingness to adapt to a wide variety of situations and environments
- A commitment to learner-centered approaches to education
- Experience managing and tracking grant funded projects
- Access to transportation in and around the Pittsburgh region
- Access to reliable technology and an internet connection for Zoom meetings/classes
- Ability to move up to 30 lbs. of materials at a time
- Clearances for Federal Crime History, Pennsylvania Access to Criminal History, and Child Abuse History are required
- Proof of COVID-19 Vaccine is currently required for all Mattress Factory employees

**TO APPLY:**

Interested applicants should submit a **cover letter and resume** to [lbarnes@mattress.org](mailto:lbarnes@mattress.org). Please put "Community Engagement Manager" in the subject line. Applicants selected for an interview will be asked to provide references.

No calls, please.