



## **Manager of Interpretation**

### **Education Division**

The BMA is seeking a Manager of Interpretation to assist in the development, implementation, and evaluation of interpretive media, technologies, and programs.

The Manager of Interpretation will create dynamic educational content that will offer visitors meaningful encounters with the BMA's collection and artistic program; opportunities for creative exploration and expression; and an understanding of ideas and human experiences. The Manager of Interpretation is a hybrid position, suited to a candidate with a broad skill set and background including but not limited to museum education, UX, graphic design, web design, and mobile technologies.

The successful candidate will collaborate with colleagues within the education division, across the Museum, and within the Baltimore community. They will work with curators, conservators, librarians, archivists, and educators to identify and create content, in both analogue and digital media; marketing, designers, visitor services, and advancement colleagues to integrate interpretive technologies into other digital strategies (website, social media, way-finding tools) and to raise awareness for new educational initiatives both on-site and online; IT and collection management staff to build out IT infrastructure as required, catalogue, manage, and store new digital assets. They will identify, hire, and manage outside consultants and/or contractors including outside vendors, videographers, transcribers, media specialists, and editors to support interpretive projects.

This is a full-time, exempt position reporting to the Director of Interpretation.

### **RESPONSIBILITIES**

This position will serve as project manager for a variety of interpretive initiatives, with a dual focus on digital and analogue content production and management, executed in collaboration with both Museum staff and outside vendors. The Manager of Interpretation will also be responsible for reviewing exhibition texts to ensure BMA standards and desired visitor outcomes are being met.

Additional responsibilities include but are not limited to:

- Conduct feasibility research on current and next-generation interpretive strategies, environments, and technologies.
- Provide support to the Director of Interpretation in developing and implementing interpretive initiatives in a broad range of media.

- Support video production work within Interpretation, and collaborate with virtual programmers and digital media experts across the Division and Museum to strengthen production values and share research and development.
- Liaise with curatorial, marketing, installation, and other colleagues throughout the Museum, and with stakeholders in the Baltimore community.
- Specify materials and work closely with outside vendors, consultants, and contractors to ensure competitive pricing, products, and services.
- Develop and administer work schedules, timelines, and other resources to ensure that projects meet milestones and desired outcomes.
- Maintain accuracy of Interpretation work in the BMA's project management software, with attention to ensuring a consistent workflow for Manager of Interpretation and Director of Interpretation and well-coordinated project deadlines.
- Prepare and manage interpretation budgets and coordinate program contracts, statistics, proposals, and documentation.
- Organize testing and evaluation activities, working with outside consultants as necessary, as well as evaluation volunteers and interns. Provide support for training evaluation team and deploying evaluations.
- Support accessibility in all interpretive projects, working with colleagues across the Museum to prototype, create, test, and implement standards and products that improve visitor access at the Museum.

## **REQUIREMENTS**

- BA in art education, art history, design, education, digital technology, a related field, or equivalent professional experience
- 3-5 years creating digital and analogue interpretive materials for a range of audiences
- Proactive project management and collaboration skills
- Excellent organizational skills
- Strong knowledge of visitor engagement theory and practice including current research on emerging technologies in museum and exhibition environments.
- Excellent writing, editing, and verbal communication skills
- Excellent attention to detail
- Proficiency with video production and post-production. Please note specific software familiarity
- Proficiency with TMS, or other collection management software
- Proficiency with project management processes. Please note specific software familiarity

## **BENEFITS**

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**APPLY**

Please send a cover letter with salary requirements and resume to [HR@artbma.org](mailto:HR@artbma.org) with “Manager of Interpretation and your first and last name” in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

**COVID-19 CONSIDERATIONS**

We have adjusted to a virtual work environment until gathering restrictions are lifted. At that time, availability to work on-site will be expected. A computer and the necessary peripherals will be provided to the candidate hired for this position. Please note that internet access is the responsibility of the candidate.