



Position: Programs & Membership Director

MAC (Museum Arts Culture Access Consortium) is seeking a part-time Program and Membership Director to lead the programming and community functions of the organization. The Program & Membership director will oversee our [Supporting Transitions](#) program, implement new programming efforts as per our Strategic Plan, and manage and grow our membership. This role is new to MAC, and will support efforts to increase accessibility in New York City's cultural institutions through connecting, education, and advocacy.

As a member of MAC's team, the Program & Membership Director will report to the Co-Chairs of MAC's Advisory Board. This role will have two direct reports: Supporting Transitions Project Manager and Supporting Transitions Project Advisor. It will be supported by the Programs Chair, Membership Co-Chairs, Programs committee, and Membership committee. MAC is a growing organization and recently moved from an all-volunteer Steering Committee to an Advisory Board and committee structure. Without a physical space or standardized working hours, a majority of convening takes place virtually, with contributors working in flexible ways. We hope working this way provides access for disabled workers and cultural workers holding full-time roles.

Responsibilities include but are not limited to:

- Maintain Supporting Transitions Program:
 - Manage Supporting Transitions Project Manager & Project Advisor
 - Oversee all programmatic activity such as Cultural Careers Course, Apprentice programs, Network Meetings, Professional Development opportunities.
 - *Note: While this position is responsible for overseeing all programs, the Project Manager executes and implements the Cultural Careers Course and Apprentice Programs and the Project Advisor will be managing the Network Meetings.*
 - Create project budget and track expenditures
- Pilot Programs as per our Strategic Plan (in collaboration with Programs Committee):
 - Support continuation and revitalization of professional development workshop series



- Develop learning cohorts so people across disciplines and with various expertise are in conversation around cultural accessibility
 - Develop social meet-ups for MAC members and Supporting Transitions Network
- Manage Membership Program (in collaboration with Membership Chair(s) and Committee)
 - Liaise between members and MAC's programs
 - Support Membership Chair(s) in engaging current membership through quarterly meetings and communication methods.
 - Develop and execute plan for membership recruitment
 - Oversee and manage all events related to our membership programs
 - Utilize a customer relationship manager (CRM) system to track membership recruitment and engagement.
- Contribute to growth of MAC
 - Support fundraising & budget creation efforts for programmatic growth
 - Develop and maintain impactful relationships with funders, members, participants, and partners.
 - Participate in networking events, connection opportunities, and public engagements as needed.
 - Serve as Museum, Arts and Culture Access Consortium leadership and attend Advisory Board meetings once / month.

We understand that the responsibilities outlined are substantial for a 14-hour work week. We are committed to collaborating with you to prioritize tasks and ensure that the workload remains manageable within the designated hours.

Ideal candidate will have:

- Proven and/or comparable experience in programmatic leadership, ideally in the cultural sector and/or with the disability communities.
- Personal and/or professional experience working with individuals with intellectual and developmental disabilities.
- Comfort in piloting programs from ideation to implementation.
- Excellent relationship management skills, and proven track record of managing a group of members or large-scale community.
- Demonstrated passion for inclusion and equity in arts accessibility
- Exceptional communication and relationship management skills
- Strong project management skills including scheduling meetings, documentation, and coordination.



- Independent and self-motivated worker, with ability to set individual goals, while working remotely
- Strong skills in collaboration with a wide range of stakeholders

Rate of Pay: \$45-50/hour

Approximate Hour per Week: 14 hours

Applications Due: September 9, 2024

Estimated Start Date: October 1, 2024

Candidates with disabilities, individuals who speak multiple languages, and people of color are highly encouraged to apply.

Museum, Arts and Culture Access Consortium (MAC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The majority of the administrative work will be completed remotely however, there will be in person events, meetings, and engagements. MAC cannot, at this time, support candidates' travel expenses (out-of-town conferences withstanding). Familiarity with the NYC cultural and disability sectors is strongly preferred.

Application Process: Submit cover letter and resume to [Application - P & M Director](#). If you prefer to submit your application in another format that is more accessible to you (video, phone call, etc.), or would like to communicate any accommodation to ease the process, please contact treasurer@macaccess.org.