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headlands.org
@HeadlandsArts

Title: Director of Programs and Engagement
Reports to: Executive Director
Status: Salaried, exempt
Salary Range: \$90,000–\$110,000. Total compensation includes a generous benefits package with medical, dental, 401(k), and paid time off (PTO)
Schedule: Full-time; occasional evenings/weekends required

About Headlands Center for the Arts

Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission

Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description

The Director of Programs and Engagement reports to the Executive Director and is a vital member of the senior leadership team. The position is responsible for the vision, planning, conceptualizing, and implementing of programs and initiatives that connect Bay Area, national, and international artists and audiences to Headlands Center for the Arts (Headlands). In consultation with the Executive Director, the Director of Programs and Engagement will be responsible for onsite and offsite programs and shape the organization's digital initiatives, branding, and voice. This person is responsible for creating a coordinated approach for programs and developing strategic collaborations within Headlands and outside partnerships that advance the reach, impact, relevancy, and variety of programs. The Director of Programs and Engagement will effectively lead the Programs and Engagement team to ensure that organizational goals are being met with the values of equity and excellence in mind.

The Director of Programs and Engagement works with stakeholders at every level of the organization, including the Board of Directors, Executive Director, Deputy Director, Director of Communications and Digital, and Senior Managers across every team to present and advocate for the highest level of quality and care in Headlands' creative pursuits.

Responsibilities

All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.

Artist Programs

- Responsible for implementing a vision of artist programs that aligns with the strategic goals of the organization; artist programs include but are not limited to the Artists in Residence, Bay Area Fellowships, Threshold Fellowships, and Graduate Fellowships.



- Manage and motivate a team of three full-time staff, seasonal program interns, and volunteers.
- Work closely with artists to steward relationships and evaluate Headlands' responsiveness to the needs of artists.

Public Programs and Audience Engagement

- Responsible for implementing a vision of public programs that aligns with the strategic goals of the organization, including but not limited to exhibitions, workshops, works-in-progress showings, and onsite and off-site projects.
- Develop and implement an engaging season of programs that attracts public audiences and creates more opportunities for new and broad audiences to connect with Headlands.
- Work closely with the Director of Communications and Digital to implement audience engagement strategies as well as communications and marketing plans that are appropriate for specific programs.
- Liaise with artists, as appropriate, to ensure maximum visibility and public-facing opportunities for artist and organizational exposure and impact.
- Serve as a liaison to the Audience Engagement Committee, select members of the Board of Directors, and Advisory Council.

Administration and Leadership

- Oversee three full-time staff members and foster a culture of collaboration and experimentation.
- Ensure that all department members adhere to organizational policies and procedures.
- Oversee careful adherence to income and expense budgets.
- Oversee long-term program planning, and evaluate program needs to determine the most effective use of organizational resources.
- Serve as a key connector between the artistic vision of the organization and successful coordination with fundraising, operations, and facilities staff.
- Serve as a key member of the leadership team that sets the tone and culture of the organization.
- Represent and advocate for the overall wellness of the organization.
- Model behavior and organizational core competencies to all staff.
- Represent the organization internally and externally including amongst our donor and artist communities, peer organizations, and professional associations.
- Cultivate relationships with funders and prospects.
- Work collaboratively with staff across all departments.
- Serve as a key liaison to the program committee, nominators, panelists, and other individuals who are part of Headlands' creative community.
- Think creatively and entrepreneurially about public programming and audience engagement and create an actionable work plan for these functional areas.
- Incorporate diversity, equity, inclusion, and accessibility principles into day-to-day program and engagement work.



Position Requirements

- Experience with and deep understanding of the role of the arts and the potential of artists to create societal change.
- Demonstrated awareness, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic environment.
- Experience with or willingness to learn about diversity, equity, inclusion, and accessibility initiatives.
- A demonstrated commitment to advancing cultural equity.
- 5+ years of experience as a manager.
- Experience working with public sector agencies is preferred.
- Excellent interpersonal, communication, and collaboration skills.
- Demonstrated skills in the broad range of social and traditional communication methods.
- Excellent written and oral communications.
- Demonstrated ability to design and implement strategic communication programs.
- Proficiency with Microsoft Office and Google Suite applications.
- Proficiency in managing a department budget.
- Due to our Marin Headlands location, reliable vehicle access is required.

Physical Requirements

- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms.
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- Must be able to do extended periods of work at a computer.
- Must be able to assist with events, which includes lifting up to 25 lbs.

To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace and strongly encourages applications from all qualified individuals. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be Director of Programs and Engagement / [Your Name]. Headlands will review applications on an ongoing basis, but being a priority hire for the organization, we encourage you to apply as soon as possible.

Review of applications will begin on Monday, April 3, 2023 and will continue until the position is filled. Please note: Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

Equality Employment Opportunity Policy

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality,



homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.