GARFIELD PARK CONSERVATORY ALLIANCE

GPCA Position Description: Manager of Public Engagement
Department: Public Engagement
Reports to: Senior Director of Public Engagement
Compensation: $54,000 - $57,000 plus benefits
Applications accepted through August 6th

BACKGROUND:
The Garfield Park Conservatory Alliance (GPCA or the Alliance) was incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children. In 2023 we will celebrate 25 years strong and the Conservatory building will turn 115!

POSITION PURPOSE:
Manager of Public Engagement is a full-time position. The Manager of Public Engagement works directly with the Urban Gardening Education Manager, Adult Programs Coordinator, Volunteer Program Coordinator, Head Beekeeper, and Director of Programs & Interpretation in the development and alignment of all departmental programs. Primary responsibilities are to 1) Manage the Volunteer Coordinator, Adult Programs Coordinator and Head Beekeeper 2) Oversee the development and implementation of volunteer programs, tour guide program and adult education programs; 3) Align adult public programs with interpretive goals and strategic plan; 4) Develop and execute program evaluation; 5) Assist with grant writing and reporting; 6) Cultivate and maintain public partnerships.

DUTIES AND RESPONSIBILITIES:

- Oversee the development and implementation of volunteer and adult education public programs rooted in GPCA’s mission and aligned with community engagement and accessibility goals.
- Supervise the Adult Programs Coordinator, Volunteer Program Coordinator and Head Beekeeper.
- Collaborate with department director and managers to align adult public programs and volunteer programs with campus interpretive goals and strategic plan.
- Work with managerial team – Urban Gardening Education Manager and Community Engagement Manager - to coordinate consistent and expanded programming in core areas across key audiences
- Oversee budget creation process for adult and volunteer programs and contribute to quarterly spending reports.
- Work with Community Engagement Manager to ensure programs and volunteer opportunities are marketed to the community and developed with the
• Lead and expand adult docent training to interpret the collection with fee-based tours, wandering guide or other public facing avenues.
• Explore new funding opportunities including corporate volunteer group donation program and report on current grants.
• Develop and refine evaluation tools and protocol and analyze the data to improve programs with managers.
• Collaborate with department director and managers in the development and maintenance of departmental marketing strategies and web-based communications.
• Work with department staff in the preparation, facilitation and clean-up of special event-based activities as needed.
• Other duties as assigned.

QUALIFICATION REQUIREMENTS:
• Applicant must have at least 2 years of educational experience, developing and managing educational and interpretive programs and staff in a public museum, conservatory, botanic garden or a related educational facility.
• Ability to lead and develop trainings and workshops for volunteers and paid docents.
• Applicant must have an interest in and enthusiasm for community empowerment and education.
• A strong working knowledge or experience with plant science education and interpreting plant science concepts via educational programming.
• Applicant must have excellent interpersonal skills, strong oral and written communication skills and organizational skills, including experience managing and tracking budgets.
• Applicant must have an interest in and enthusiasm for providing a welcoming environment for people from a wide variety of demographic and economic backgrounds, and a strong desire to improve accessibility and inclusivity of people with disabilities.
• Applicant must be an independent worker and an efficient manager of time, people and responsibilities.

Preferred Qualifications:
• Priority for West Side residents (Garfield Park, Austin, North Lawndale, West Humboldt Park).
• Experience with developing or altering programming to be more accessible.
• Spanish language fluency a plus.

To apply, please email your resume and cover letter to mwilson@garfieldpark.org with the subject: Manager of Public Engagement (your name) by end of day August 6th, 2023. Please no phone calls.

LOCATION, SCHEDULE & COMPENSATION:
• Hours are generally Monday-Friday, between 9:00 am to 5:00 pm, but may fluctuate depending on program needs.
• Some nights/weekends required
• Salary range is $54,000 - $57,000 depending on skills & experience
• Benefits include medical, dental, vision insurance, company-paid short-term and long-term disability and life insurance. We provide paid time off including: two weeks' vacation (accrued monthly and accessible within 90 days), 11 paid holidays, 6 personal days and paid sick time.

**Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.**

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.