

## **Public Programs**

MOCA TUCSON INSPIRES NEW WAYS OF THINKING THROUGH THE CULTIVATION, INTERPRETATION, AND EXHIBITION OF CONTEMPORARY ART.

Established by artists in 1997, MOCA is Tucson’s and the Sonoran Desert’s only museum devoted exclusively to contemporary art from around the globe. Housed in a repurposed neo-brutalist firehouse in Downtown Tucson since 2010, MOCA Tucson applies creative solutions to the problems of today and tomorrow through the vehicle of contemporary art. We create programming that is ambitious, innovative, and that is responsive to the wants and needs of our community. A pioneering museum of its kind, MOCA Tucson currently hosts rotating exhibitions by locally, nationally, and internationally renowned contemporary artists—critical exhibitions that spur dialogue and that foster empathy between artists and audiences. Our bold programming is highly engaging for diverse audiences and creates a welcoming, inviting space for visitors to learn more about the changing world we live in. MOCA Tucson is an important incubator and connector for contemporary art across the Southwest region and beyond.

### **SCOPE AND RESPONSIBILITIES**

Reporting to Executive Director, the Public Programs Associate develops—proposes and produces—programs and experiential elements that enhance and shape MOCA visitor and donor experience. The Public Programs Associate envisions and implements strategies that cultivate new and existing constituents, including in-person and online visitors, MOCA members, and donors.

Responsibilities include, but are not limited to:

- Creating a holistic public program strategy that advances MOCA’s mission and demonstrably grows audiences
- Envisioning, developing, and implementing strategies for engaging existing and new visitors, including local audiences, members, and donors
- Producing and serving as point-person for all public events, in-person and online
- Producing all program-related texts
- Liaising with artists, curators, and lenders to assist in producing exhibitions and associated materials
- Envisioning website content and implementing updates
- Producing and supporting Development efforts, including events
- Developing and managing public tour program
- Developing and managing volunteer program
- Developing and managing intern program

Responsibilities may include:

Managing staff, interns, and volunteers



Producing and managing a rental program that advances income  
Managing and soliciting in-kind donations  
Producing MOCA's social media content, posting on a weekly to daily basis, and responding to comments, direct messages, and tags

### **QUALIFICATIONS**

MOCA Tucson seeks an individual with passion and skill for deepening the Museum's engagement with a wide variety of audiences, including in-person and online visitors, MOCA members, and donors. The Public Programs Associate will realize programs, events, and initiatives (exhibition-related, community-driven, fundraising) and related texts as well as envision and coordinate visitor experiences. The Associate must have a four-year degree, strong interpersonal and organizational skills, be an excellent writer, and possess acumen with Microsoft Office. Expertise with CRM (currently Neon) or other donor management software and museum experience and/or Art History background a plus. MOCA is looking for individuals who will bring new perspectives and ideas to our team, who are energetic and highly organized, who take direction but are self-motivated and deeply collaborative, and who are committed to MOCA's mission and growing its engagement with visitors near and far.

### **LOGISTICS**

Full-time with benefits. Schedule may include evenings and weekends. Salary commensurate with experience. Expected start date mid-January. To be considered, send resume and cover letter to MOCA Executive Director Kate Green at [kate@moca-tucson.org](mailto:kate@moca-tucson.org).