

RUBY CITY

ORGANIZATION: Ruby City, operated by the Linda Pace Foundation
POSITION: Manager of Public Programs (Full Time)
REPORTS TO: Head of Public Engagement & Communications
LOCATION: 150 Camp Street, San Antonio, TX
INFORMATION: www.rubycity.org

BACKGROUND

Ruby City, operated by the Linda Pace Foundation is a contemporary art center in San Antonio, TX, dedicated to providing a space for the city's thriving creative community to experience works by both local and internationally acclaimed artists. Envisioned in 2007 by the late collector, philanthropist, and artist [Linda Pace](#). Ruby City presents works from Pace's own collection of more than 1,400 paintings, sculptures, installations and video works. The [building](#) designed by renowned Adjaye Associates is part of a larger Ruby City campus, which also includes [Chris Park](#), a one-acre public green space named in memory of Pace's son, and [Studio](#), an auxiliary exhibition space that presents curated shows and programming. Ruby City opened in October 2019 and is free and accessible to the public year-round.

POSITION OVERVIEW

Ruby City is seeking an innovative, knowledgeable, passionate, self-motivated, and collaborative Manager of Public Programs to lead all programmatic activity – both within and beyond Ruby City's campus. Central to this position is the Mission of Ruby City which is guided by our Founder's conviction that contemporary art is essential to a dynamic society. In this capacity, the selected candidate will engage a range of audiences, increase public involvement, and expand Ruby City's role in the community.

Reporting to the Head of Public Engagement & Communications, this position is responsible for conceptualizing, implementing, and evaluating public programs for San Antonio's diverse audiences surrounding themes inherent to Ruby City's collections and exhibitions, many of which surround feminism, social issues and considers aspects of spirituality and beauty. Also included in this charge is a commitment to creating programming and opportunities that engage with local, regional, national, and international artists, and leveraging the institution's contemporary art resources for communities served. This position offers a motivated individual, who is well versed in the artists and issues of the international and regional contemporary art communities, the opportunity to reinvigorate existing programs and create new and dynamic public programming. Integral to the Manager of Public Programs post is the ability to advocate for visitors and support multiple pathways for audiences from all communities to experience and connect with contemporary art, along with helping to build intentional, meaningful relationships to grow and nurture current and future audiences of Ruby City.

This is the perfect position for someone who is detail and mission-oriented and is an adept communicator with terrific writing and presentation skills. The ideal candidate will be passionate about the mission, gravitate to change-making work, thrives in a creative and forward-thinking environment, likes to take on responsibility and work independently with loads of initiative, stays comfortably on top of deadlines, and pays exceptional attention to the nuances of human centered relationships with a solid understanding of and connection to the local, regional and national arts and culture sectors.

RESPONSIBILITIES

Public Programs

- Conceive of and implement a balanced annual roster of strategic mission-based programs for diverse audiences served including the development of programming in direct response to exhibition themes, engaging contemporary issues and relevant communities. Programming may include both large and small-scale interactive

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programs such as lectures, workshops, and symposia for a variety of audiences that include artists, specialized art communities and the general museum-going public.

- Oversee all aspects of program planning, administration and implementation including program budgeting, initiating payment and supervising contracted staff along with managing the event registration software (Acuity) for Ruby City, communication with program participants including post event follow up with attendees, contracting of vendors, and sharing internal messaging with staff integral to produce programs.
- Create and maintain letters of agreement for contracted participants of programs which would include alternate plans due to weather or other conditions necessitating a change in date.
- Draft appealing program descriptions and related materials to encourage event participation in consultation with the Head of Public Engagement & Communications.
- Work collaboratively with Head of Public Engagement & Communications to collect, analyze, and integrate data into program planning with the goal of increased audience engagement.
- Manage documentation of and reports on Public Programs, creating a comprehensive and accurate archive of attendance, speakers, and audience responses for departmental, public access, Board reports and other institutional purposes. May occasionally be required to offer presentations to the Board.
- Work collaboratively with the contracted Digital Media Manager for promotion of exhibitions, events and other opportunities.
- Learn and become well-versed about artists and art part of the Ruby City Collection as well as the history of the institution and its architecturally significant building.
- Maintain knowledge of contemporary art museum programming, including activities of peer organizations, emerging and established practices, and trending topics in cultural discourse.
- Aid with communications by posting events on digital calendars and offer support when needed to amplify messaging for programs via various communication pathways internally and externally.

Community Engagement

- In partnership with Head of Public Engagement & Communications, develop a systematic and focused engagement program that identifies and prioritizes the communities, groups, and neighborhoods with which Ruby City works, along with a mechanism by which this is assessed and adjusted on an annual basis.
- Develop or maintain awareness and knowledge of regional artists as well as specific programming to meet their needs.
- Proactively reach out to relevant constituencies to build audiences for exhibitions and programs.
- Identify and partner with external organizations to conduct co-sponsored programs and engage in cross-promotion.
- Represent Ruby City in the San Antonio community to cultivate and maintain strong relationships and develop strategic partnerships.
- Identify and develop potential sponsorships for programs.
- Keep informed of and engage in best practices for organizing diverse, equitable, and inclusive public programs and commit to diversity, equity, accessibility and inclusion in all aspects of audience engagement, speaker engagement and program development.

Interpretation

- Confidently and enthusiastically convey (and maintain) knowledge of institutional educational information involving the architecture, collection, exhibitions, and founder, Linda Pace.
- Manage tour program, including leading tours and group visits.
- Co-manage emails from visit@rubycity.org address.
- Work alongside and in partnership with Manager of Visitor Services and their staff to offer a high-level customer service experience to all visitors of Ruby City.
- Oversee the production of Ruby City's family guides for each exhibition by working with contracted designers.

Other

- Participates in regularly scheduled weekly staff meetings and supplemental training.
- Identifies in conjunction with their supervisor and participates in annual continuing education opportunities.
- Executes other duties and responsibilities as assigned.

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QUALIFICATIONS

- Bachelor's degree in art history, museum education, museum studies, or related field required or commensurate relevant experience; master's degree preferred.
- Minimum of three years of experience in arts administration, or commensurate experience.
- Passionate about increasing access to and creating impactful and meaningful experiences with contemporary art for San Antonio community and beyond.
- Demonstrated experience creating, coordinating, and delivering high-quality, innovative arts programs.
- Demonstrated experience building and sustaining new audiences.
- Strong understanding of art and contemporary cultural discourse along with knowledge of contemporary visual arts, artists and institutions.
- Ability to prioritize and manage multiple projects concurrently in a flexible and responsive environment.
- Proven ability to effectively manage people, processes, and budgets.
- Ability to work well both independently and in close collaboration with colleagues and within the community.
- Willingness to be a hands-on leader to advocate for the institution's audiences, create a welcoming experience for all and ensure the success of Ruby City programs and events.
- Excellent written communication skills.
- Exceptional interpersonal and oral communications skills, including public speaking and the ability to moderate discussions with a commitment to high level customer service and human centered approaches to engagement.
- Ability to nurture and develop strong relationships with diverse external constituents and partners.
- Must pass background check.

COMPENSATION

- Anticipated salary range \$50K - \$60K depending upon experience.
- Comprehensive benefits package
- Moving stipend considered

WORKING CONDITIONS

This position is primarily an onsite full time position with some flexibility for remote work. The position requires work on weekdays, with participation in occasional evening and weekend meetings, programs and events.

APPLY

Qualified candidates are encouraged to send a cover letter and resume as one PDF to Programs@rubycity.org with the title format "**Last Name, First Name – Letter, Resume.**" Cover letters should describe the candidate's interest in the position and qualifications in 400 words or less.

The position will remain open until filled, but we aim to fill it swiftly and ideally in the Spring of 2025. We expect this to be a competitive process. **We encourage candidates to submit application materials by Friday, February 28, 2025.**

Due to our small team, we will not respond to every application however, every applicant will hear from us either to schedule an interview or when the position has been filled. Position will be open until filled, no phone calls, please.

The Linda Pace Foundation is an Equal Opportunity Employer and considers all candidates for employment according to their experience, talent and qualifications for the job, without regard to race, religion, color, national origin, gender, sex (including pregnancy), sexual orientation, age if over forty (40), disability if otherwise qualified to do the job, or any other characteristic protected by federal, state, or local law.