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# THE BROAD

## Program Manager, The Broad Diversity Apprenticeship Program

### Organization Overview

The Broad is a contemporary art museum founded by philanthropists Eli and Edythe Broad on Grand Avenue in downtown Los Angeles. Designed by Diller Scofidio + Renfro in collaboration with Gensler, the museum offers free general admission. The Broad is home to the 2,000 works of art in the Broad collection, which is among the most prominent holdings of postwar and contemporary art worldwide, and presents an active program of rotating temporary exhibitions and innovative audience engagement. The 120,000-square-foot building features two floors of gallery space and is the headquarters of The Broad Art Foundation's worldwide lending library, which has actively loaned collection works to museums around the world since 1984. Since opening in September 2015, The Broad has welcomed more than 1.6 million visitors. Learn more at [www.thebroad.org](http://www.thebroad.org)

The Broad is an equal opportunity employer and we aspire to reflect the diversity of Los Angeles in both our staff and visitors. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The Broad believes that by actively building a workforce of the brightest people from the widest possible range of backgrounds, we can innovate, inspire and engage with the widest possible audience.

### The Broad Diversity Apprenticeship Program Summary

The Broad museum aims to build a replicable model for hiring and training preparators/art handlers through apprenticeships, supported by partners from the non-profit, governmental, and commercial sectors, in order to diversify museum staff demographics while building a robust pipeline to professional arts and culture jobs through its Diversity Apprenticeship Program (DAP).

### Position Summary

Reporting to the Head Preparator, who is the Project Director for DAP, the Program Manager (PM) oversees the administration of a grant awarded to The Broad to expand and formalize our current pilot preparators' apprenticeship into a professional development program. The program manager will enhance a blended learning curriculum and will collaborate to develop training materials, hiring guidelines, job description templates, outreach methods, and will recruit, hire, and facilitate the training of up to sixteen apprentices for two consecutive nine-month long periods. The program manager will serve as a point person and spokesperson, locally and nationally, on the development and implementation of this equity-focused initiative that is designed to be adopted by organizations across the country. Additionally, the PM will evaluate and improve the program periodically, based on participant feedback, and performance metrics established and measured by a professional evaluator, to ensure success for participants.

### **Key Responsibilities**

- Recruit candidates from traditionally underrepresented communities for The Broad Diversity Apprenticeship Program and mentor apprentices throughout their nine-month apprenticeship
- Administer and lead the existing blended learning curriculum into the training program, while consistently evaluating and improving the program based on participant feedback and program outcomes
- Develop strong relationships with partner institutions and staff leads as part of the apprentice placement process; PM will lead coordination and scheduling with host organizations
- Manage the grant compliance process including creating and maintaining grant records to meet legal and auditing requirements
- Serve as spokesperson for the program and engage with stakeholders throughout the community

### **Qualifications:**

As the incoming PM, you will possess many, though perhaps not all, of the following characteristics and qualifications:

- You are an experienced program or project leader with strong organizational skills, and the ability to execute on both internal and external priorities;
- You bring experience in community outreach and/or recruiting, having worked in traditionally underrepresented communities;
- You bring prior experience developing training and mentoring participants from a wide array of constituencies across racial and socioeconomic demographics; you are comfortable with customizing your approach to effectively support each participant considering his/her unique perspective and background
- You have grant management and administration experience; you are comfortable with tracking and managing reporting requirements to meet federal compliance guidelines
- You have exceptional oral and written communication skills; you have served as an external spokesperson for your organization and successfully engaged with stakeholders throughout the community
- You are comfortable with tracking and interpreting data, capable of leveraging the analysis of program outcomes to influence iteration in program design;
- You have demonstrated the ability to influence, inspire, guide, and direct a project or group of people towards a defined goal while working effectively with peers, staff, and external partners;
- You thrive while working collaboratively with team members in an innovative, fast-paced, and entrepreneurial environment;
- You are empathetic and adaptable. Your teammates describe you as a solutions-oriented colleague who is always willing to pitch in when required;
- You are a self-starter, highly comfortable operating autonomously, but also know when and how to advocate for the help and resources needed for success;

**To Apply**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in Word or PDF format, addressed to Julia Latané at [link](#). Applications will be reviewed on a rolling basis.

*Note: This position is an exempt, full-time position, temporary for duration of funded project, up to 3 years*

**About Commongood Careers**

The Broad has partnered with Commongood Careers to conduct the search for a Program Manager. Commongood Careers is a mission-driven search firm that supports the hiring needs of high-impact nonprofits. With an approach that leverages robust talent networks, recruitment and search management expertise, and a deep understanding of our clients' missions and cultures, we help organizations secure the talent they need to create greater social impact. Since our founding in 2005, Commongood Careers has led more than 1000 searches at 350 organizations in 33 states, making us one of the most experienced and dedicated nonprofit search firms in the country. [Learn more about nonprofit job opportunities at Commongood Careers.](#)