

## Deputy Chief of Curatorial Affairs and Public Programs

**Job Title:** Deputy Chief of Curatorial Affairs and Public Programs

**Department:** Curatorial Affairs

**Reports To:** Chief of Curatorial Affairs and Public Programs

**Location:** Museum of the African Diaspora (MoAD), San Francisco

**Status:** Full-Time, Non-Exempt

**Salary Range:** \$100K - \$120K, commensurate with experience

**Full-Time, Exempt**

**About MoAD:** Celebrating 20 years of exhibitions, public programs and community activities, artist talks, residencies and emerging artist awards, the museum creates a vibrant space for dialogue, creativity, and cultural connections in the San Francisco Bay Area and beyond. MoAD is a non-collecting institution.

The museum's strategic priorities are to play an active role in San Francisco's artistic life by engaging multiple communities across the city. The museum's mission is to place the art and artists of the African Diaspora at the center of the global cultural conversation.

### Position Summary

The Museum of the African Diaspora (MoAD) seeks an experienced, highly organized, and collaborative **Deputy Chief of Curatorial Affairs and Public Programs** to support the implementation and day-to-day operations of the museum's curatorial, public programming, education, and exhibitions initiatives. This new leadership role will work in close partnership with the **Chief of Curatorial Affairs and Public Programs** to oversee internal workflows and infrastructure, steward team culture, and refine systems that support the museum's ambitious creative and educational goals.

The Deputy Chief will focus on **strategic planning, project management, team coordination, and infrastructure development**, allowing the Chief to concentrate on **visioning, research, fundraising, and cultivating national and international partnerships**. The Deputy will be a key internal leader and liaison across departments, helping translate vision into action and ensuring the smooth execution of programs aligned with MoAD's mission.

This position requires a proactive and process-oriented thinker with a strong track record of team leadership, program delivery, and the ability to build systems that support equity, transparency, and creative innovation.

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### Key Responsibilities

#### Division Leadership and Internal Management

- This position supervises two direct reports including the Curator of Learning and Family Engagement and Curator of Public and Academic Engagement
- Oversee the daily administrative and operational functions of the **Curatorial Affairs and Public Programs Division**, including:
  - **Public and Academic Engagement**
  - **Learning and Family Engagement**
  - **Exhibitions and Publications**
- Serve as the **primary point of contact** for cross-departmental project planning and workflow coordination within the division.
- Supervise department leads and ensure regular communication, clear accountability structures, and healthy team dynamics.
- Build and refine systems, tools, and processes that improve project tracking, scheduling, budgeting, and interdepartmental collaboration.
- Monitor program calendars, timelines, and deliverables to ensure high-quality and timely execution across initiatives.
- Partner with the Chief to develop and monitor strategic priorities, reporting metrics, and alignment with the museum's mission.

### **Team Culture and Human-Centered Leadership**

- Foster a supportive, inclusive, and creative work environment that prioritizes collaboration, equity, and trust.
- Serve as a **culture steward** who motivates and uplifts team morale, ensures professional development opportunities, and supports well-being.
- Mediate challenges and maintain strong communication across the division and with museum leadership.

### **Operational Support for Exhibitions and Public Programs**

- Assist with exhibition planning and production logistics, including contracts, vendor coordination, and scheduling.
- Support the Chief and curators in developing budgets, timelines, and resource allocation plans for exhibitions and public programs.
- Help manage publications and digital content production workflows in alignment with exhibition schedules and curatorial intent.

### **Strategic Collaboration**

- Serve as a key internal partner to the Chief, Executive Director, and senior leadership team to align operational needs with curatorial vision.
- Represent the division in meetings with Marketing, Development, Finance, and Operations to ensure transparency and continuity across the organization.
- Participate in grant development, reporting, and budget alignment as needed in support of the Chief and Development team.

## Strengthening internal infrastructure

This position is designed to support day-to-day operations of MoAD's Curatorial Affairs and Public Programs Division which oversees:

- Exhibitions and publications
- Public and academic engagement
- Learning and family engagement

## Ensuring Programmatic Excellence

This role will bring **professional project management, process refinement, and oversight** to a team already producing exceptional work, ensuring that we maintain:

- High-quality programming
- Realistic timelines
- Cohesive communication across departments

It enables the museum to scale its work **without burning out its staff** or compromising program quality.

## Elevating Staff Morale and Team Culture

The Deputy Chief will act as a **steward of team culture**, providing support, mentorship, and structure for department leads. This investment in internal leadership is key to **staff retention**, especially among a small team tasked with an ambitious portfolio of programs.

## Aligning with Best Practices in the Field

This position reflects our commitment to evolving with the field and becoming a **model for nimble, mission-driven cultural work** rooted in the African Diaspora.

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## Qualifications

### Required:

- Minimum of 5–7 years of progressive experience in museum, cultural, academic, or nonprofit management, with at least 3 years in a supervisory role.
- Proven success in project management, team leadership, and operational planning.
- Excellent organizational skills with the ability to manage multiple priorities and overlapping timelines.

- Strong interpersonal and communication skills; ability to work collaboratively and diplomatically with internal teams and external partners.
- Familiarity with exhibitions, public programs, and/or educational initiatives within a museum or cultural setting.
- A commitment to equity, diversity, and inclusion and an understanding of the cultural and historical significance of the African Diaspora.

**Preferred:**

- Museum experience supporting curatorial or public engagement programs related to Black art and culture.
  - Familiarity with budgeting, contract management, and grants administration.
  - Knowledge of museum best practices and a passion for building sustainable, people-centered systems.
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**Personal Attributes**

- Collaborative, solution-oriented, and flexible under pressure.
  - Warm, thoughtful, and confident leader who invests in people.
  - Detail-oriented without losing sight of the big picture.
  - Energized by the opportunity to **build systems** and **nurture teams**.
  - Strong belief in MoAD's mission and values.
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**Compensation & Benefits and Start Date**

- **Salary range: \$100,000 – \$115,000 annually**, commensurate with experience.
  - Comprehensive benefits package includes:
    - Medical, dental, vision, and chiropractic insurance (90% employer-paid for employees, 60% for dependents)
    - Paid vacation, sick leave, and holidays
    - 403(b) retirement plan
    - Flexible Spending Account (FSA)
    - Pre-tax commuter benefits
  - Start Date-Summer/Fall 2026
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**Location**

This is a **full-time, exempt position** based in the **San Francisco Bay Area**. Work is primarily on-site with the option for occasional remote work.

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### **How to Apply**

Please submit a cover letter, three references and résumé detailing your relevant experience and interest in the position to [dfrankel2747@gmail.com].

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### **MoAD is an equal opportunity Employer**

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