



About Us

As Kansas City's Botanical Garden, Powell Gardens plays a vital role in the community as a space for release, rejuvenation, and the celebration of the fleeting nature of nature itself. Visitors enjoy themed display gardens, a three-mile nature trail, seasonal festivals, rotating exhibitions, and exceptional architecture. Established in 1988, Powell Gardens is a public garden, maintaining 970 acres of lush, rolling hills and windswept meadows, with more than 175 acres and a large collection of plants open to the public for education, exploration, and recreation.

We at Powell believe that our team members are our most important asset. By building strong relationships with each other, we can ensure that our guests have the best possible experience. If you love to work in a beautiful setting and want to leave your mark in the gardening world, Powell Gardens is the place for you! Come experience our beautiful gardens and join our team of experts.

Summary

The Manager, Public Programming provides strategic leadership for the Garden's program initiatives aligned with festivals, exhibitions, and signature events. The role leads engagement initiatives with cross-departmental work teams to shape and execute innovative experiences for patrons of all ages. The position plays a critical role in advancing the Garden's mission to engage current patrons, first-time visitors, and future visitors by continually improving and refreshing the Gardens' experience and developing approaches that serve as a model for other gardens, nationally and internationally.

Defined, targeted, and measured audience growth through quality programs and innovated experiences for increased revenue-generation are high priorities. A central tenet of the role is collaborating with other departments to transform each cadre of visitors into engaged partners who regularly enjoy the gardens and programs. Measuring visitor and member satisfaction through audience evaluations is required for data-based decision making.

Essential Functions

Strategic Leadership

1. Provide leadership in evaluation and measurement of short and long-term strategic objectives regarding existing and new programs.
2. Establish and maintain strong relationships with key employees.
3. Assimilate information across disciplines and departments to provide leadership and support in decision making.
4. Ensure credibility of public programs for festivals, exhibitions, and signature events by providing timely and accurate analysis.
5. Provide input and insight into policy and process development to better utilize the organization's resources.
6. Provide fundraising support as required of the organization and work closely with the Director, Visitor Experience incorporating all visitor touchpoints at the Gardens.
7. Play a key role in the development and execution of targeted Master Plan initiatives.

Public Programming

1. Informed by long-range initiatives, develop, and execute a viable, outcomes-based annual program lineup that includes calendaring, coordinating, planning, execution and analysis.
2. Provide supervisor with progress reports and statements as requested, clarifying movement toward measurable outcomes.
3. Conduct research and clarify trends in informal education specifically as it relates to botanical gardens and other cultural institutions.
4. Work collaboratively with the Director, Horticulture to foster and develop a partnership with content experts, collaborating and coordinating efforts in all event development.
5. Work collaboratively with the Manager, Visitor Experience to develop robust offerings that imbed visitor amenities in programming strategies.

Operational Quality

1. Collaborates extensively with department managers and directors to develop budgets related to public programs.
2. Serves as 'go to' person for assigned events and exhibitions.
3. Upholds the accuracy of gardens' calendar in collaboration with Manager, Private Events and Director, Visitor Experience.
4. Effectively utilizes Altru database for marketing and activation decisions.
5. Verify the use and accuracy of record-keeping systems for tracking visitor participation and engagement.
6. Work closely with the CEO, COO, Director, Development & Communications for fundraising, marketing, responsible program plans and cost controls; identify current and potential sources of program funding and pursue them in close coordination with appropriate leaders; and focus extensively on building revenue-generating initiatives that financially support the Gardens.
7. Processes and approves invoices for timely vendor payment.

Other Functions

Outreach

1. Appropriately manage various external relationships and partnerships.
2. Serve as a visible proponent for Garden's programs locally, nationally, and internationally, assuring that the interests of the Gardens are advanced and fully understood, and are at the forefront of excellence and innovation.
3. Partner extensively with other senior-level leaders within Powell Gardens who manage the organization's horticulture, education, and operations; with Board members, volunteers; and other external groups as required.
4. Identify and develop new partnerships where appropriate.

Supervision

1. Hold direct-report staff and colleagues accountable for established timelines and execution of programs.
2. Mentor and coach employees encouraging high quality work and productivity.

Experience/Education

- Bachelor's degree in a related field *preferred*
- 3+ years working in event management.
- 3+ years public program design.

Knowledge

- Detailed planning skills
- Execution of large scale events such as festivals
- Ability to gather data and report to board after events
- Ability to create and forecast a budget as well as execute events while adhering to a budget
- Understand the importance of attention to quality and detail
- Must be able to communicate professionally and maintain amicable relationships with co-workers, volunteers, and visitors.
- Must be able to work alone and in teamwork groups.

Work Environment/Physical Requirements

Primarily Monday through Friday, 8 a.m. to 5 p.m., but must be willing to work longer hours as projects and deadlines require. Schedule can be a blended onsite and remote officing. Must be available to work as required at events, programs and all staff team building events. Attend Board Committee meetings outside of normal working hours. Travel to off-site meetings as required. Able to remain in a stationary position up to 50% of the time; move about inside the office to perform normal duties; move throughout a multi-facility work location.

Benefits

Medical/Dental/Vision

403b Plan

Employer Paid Life Insurance

Employer Paid Short-Term and Long-Term Disability Insurance

Generous PTO Plan

To Apply

Applicants interested in this position must submit the following to hr@powellgardens.org.

- Cover letter addressing the following:
 - Discuss your experience as it related to this role
 - Why are you interested in this role and why you would be a great fit
- Resume
- Three references: professional, academic, and/or personal

To view the full list of open positions, please go to www.powellgardens.org