

Job Opening at the Wren's Nest: Program Director

Program Director at the Wren's Nest House Museum

Full-Time, Salaried, Work Week: Monday – Friday, mostly

The Wren's Nest, a smallish non-profit house museum located in Atlanta, GA, is looking for a full-time Program Director. A National Historic Landmark currently in its 97th year of operation, the Wren's Nest engages audiences by preserving the legacy of Joel Chandler Harris and the heritage of African American folklore. We provide guided tours of the museum, and our storytellers perform the Brer Rabbit stories over 225 times annually. We also cultivate young storytellers by publishing two books of student-written work each year.

The Program Director oversees all artistic activities. In partnership with the Executive Director, the Program Director establishes and implements artistic programs, goals, and strategies. Responsibilities related to implementation include:

- Student publishing & relationships with schools
- Storytelling performance & management
- Event planning & execution
- Other duties as needed

This position requires excellent communication, presentation, writing, and computer skills. Bachelor's degree required. Writing, Publishing, or Arts background preferred. The Program Director reports to the Executive Director. Start date: November 1. Submit resume, cover letter and writing sample to jobs@wrensonline.com. The Wren's Nest is committed to a diverse and inclusive work environment.

The real story with this position. Despite our age, we're a new organization in spirit and execution. The Wren's Nest is growing quickly, and we're implementing new ideas all the time. The one constant is that we take care of our employees. We want to make sure that you'll be as happy with us as we think we'll be with you.

With that in mind, here are some things about working at the Wren's Nest that you should know:

- You need an incredible eye for detail.
- We're a nontraditional museum. Thus the work environment and the hours aren't always traditional.
- This position requires successfully navigating relationships with eccentric artists, busy school teachers, obnoxious but well-meaning tour organizers, occasionally short-tempered staff members, and sometimes socially inappropriate patrons.
- We need our Program Director to identify an opportunity, create a strategy for success, and personally implement every aspect of it. If you can't picture yourself

not only generating new strategies, but also personally putting stamps on 500 envelopes, this is probably not the job for you.

- We're financially stable in part because our programs are well-executed, high quality experiences that inspire purchases from patrons and contributions from donors. We don't have the ideal resources that you'd have at a bigger institution. We need a Program Director who is an administrative MacGyver.

- We accomplish a lot with few people. Like 2. Total. In one day you might wrangle 9 high school student editors, tend to a needy tour operator, market a new program in a blog post, schedule a storyteller for last-minute arrivals, and devise the next step for our middle school publishing program. You'll probably have to attend to a minor emergency that's marginally related to your job. If you thrive on juggling multiple projects simultaneously while not missing a single detail, this is may be the job for you.

Please send us your resume if:

- You really sincerely like people.
- You're an over-achiever with a ton of potential to really prove yourself in the arts community.
- You can prove you have a track record with details.
- You are a strong writer. Like, a really strong writer.
- You can get behind all the programming we offer at the Wren's Nest. You don't have to be a professional storyteller, but it's important to embrace the new stories we're helping tell as well as the ancient stories we help preserve.
- You like the idea of working in an informal environment.
- You're flexible and can wear multiple hats at once without fainting.