

Public Programmes Manager Museum of West African Art

Overview:

Museum of West African Art (MOWAA) is an independent, charitable organisation that supports initiatives in cultural heritage, art, and archaeology. Our ambitions span the delivery of world-class research, educational and scientific goals, aligned with a cultural and economic regeneration of the city more broadly. This involves the creation of a cultural district in the heart of Benin City, with an emphasis on communal spaces, an inclusive environment, and the integration past and present heritage. The Campus will be anchored by the first building - the MOWAA Institute, a major Collections and Research Facility.

In partnership with the British Museum and its partners, MOWAA is carrying out pre-construction archaeology and research investigations in the centre of Benin City. As we enter our final excavation in 2024, MOWAA seeks a Public Programmes Manager to support the coordination and delivery of our Public Programme during this pivotal year and for the duration of the project. The manager will play a crucial role in deepening engagement with our audiences, consolidating the programmatic approach of the Unearth programme, and overseeing the development of legacy tools and learning materials.

Responsibilities

- Develop and implement project concepts and detailed plans, in collaboration with MOWAA and British Museum archaeology teams
- Manage the interface between the Project Management steering group and MOWAA's Outreach and Learning team
- Coordinate the delivery of our Public Programmes, ensuring all events run smoothly and provide each participant with an excellent visitor experience.
- Work with the External Relations team to develop an Audience Development Plan.
- Ensure maximum exposure for our events programme through effective communication and promotion strategies.
- Oversee the development of legacy tools and learning materials related to Discovery Days, Unearth (young professional programme), and Community Consultations
- Support the creation and dissemination of project- and activity-level communications, under the guidance of the Communications team and in keeping with the shared communications plan
- Contribute to budget planning and progress reporting
- Drive the generation of systematic feedback and assessments report
- Represent partners at key public events and engagements.
- Supervise adherence to internal policies and procedures related to Health & Safety and Safeguarding during on-site and offsite events
- Perform other duties as necessary for the successful execution of the project.

Requirements:

- Proven experience in managing public programmes or similar projects within the cultural sector.
- Strong organizational and communication skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Experience in budget management, reporting and communications/marketing.
- Knowledge of West African art and culture is desirable.
- Excellent interpersonal skills and ability to represent the organization professionally.

Terms and Conditions:

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Benin City, Edo,
Nigeria

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- **Reporting Line:** Director, MOWAA Institute, Ore Disu
- **Duty Station:** Benin City, Nigeria
- **Compensation & Benefits:** Competitive, subject to credentials
- **Start Date:** Immediate (from August 2024)
- **Contract Duration:** Fixed Term contract, until December 2025

Join us at MOWAA and be part of a vibrant institution that supports the advancement of knowledge, the growth of contemporary arts and the revival of West Africa's great artistic traditions.

To apply, submit your CV and cover letter detailing your relevant experience and interest in the position to careers@wearemowaa.org by August 16, 2024. Kindly include the job title in the subject line. Enquires should also be sent to the same address.

Note: Only shortlisted candidates will be contacted for interviews. MOWAA is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.