



Public Programs Manager Job Description

About One Institute

Founded in 1952, **One Institute** (formerly ONE Archives Foundation) is the oldest active LGBTQ+ organization in the country. One Institute's mission is to elevate queer and trans history and embrace emerging stories through collaborative education, arts, and cultural programming. Our one-of-a-kind public programs and exhibitions connect LGBTQ+ history and contemporary culture to effect social change. Through unique K-12 teacher trainings, lesson plans, and youth mentorship programs, we empower the next generation of teachers and students to bring queer history into classrooms and communities. Finally, as the independent community partner of ONE Archives at the USC Libraries, we utilize and promote the largest collection of LGBTQ+ materials in the world.

The programmatic and educational choices made by One Institute are guided by our commitment to social justice and equity. We engage with the complexity of LGBTQ+ history and representation through highlighting the intersectional narratives of Black, Indigenous, people of color (BIPOC), women, trans and gender-nonconforming people, people of various abilities, youth, and elders across all socio-economic classes.

Job Description

The Public Programs Manager helps to develop One Institute's public programming, design individual programs and program series, and build lasting partnerships in LA's arts and culture communities.

The position will work with One Institute's management team to build out seasonal and year-round programming centered on queer and trans history and contemporary culture. Working under the direction of the Executive Director, this role is primarily responsible for the planning and execution of Circa: Queer Histories Festival, Pride month tabling and events, and developing One Institute's Culture Series programs. The position will also coordinate with other organizational departments to support program promotional campaigns and public events associated with One's Education Programs, including Queer History at Work, on an ad hoc basis.