



Job Announcement

Director of Public Programs

About One Institute

Founded in 1952, **One Institute** is the oldest active LGBTQ+ organization in the country. Our mission is to elevate queer and trans history and embrace emerging stories through collaborative education, arts, and cultural programming. Our programs and archival exhibitions connect LGBTQ+ and HIV/AIDS history and contemporary culture to educate the public and 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. 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. Learn more at oneinstitute.org.

Position Summary

The Director of Public Programs is an exempt, full-time position that oversees the creation, implementation, promotion, and evaluation of One Institute's Public Programs including STORIES: The AIDS Monument (in partnership with the City of West Hollywood), Circa: Queer Histories Festival during LGBTQ+ History Month (October), Archival Exhibitions, and other public programs held throughout the year, include Pride Month. This position reports to the Executive Director and supervises the Exhibitions and Public Programs Manager, as well as seasonal programming interns (i.e. Getty Marrow).

PROGRAMS OVERSEEN BY THE DIRECTOR OF PUBLIC PROGRAMS

STORIES: The AIDS Monument

STORIES: The AIDS Monument is a new One Institute programming site in partnership with the City of West Hollywood. The AIDS Monument was founded by the Foundation for the AIDS Monument (FAM) and installed in West Hollywood Park in 2025. It was created to Remember loved ones lost to HIV/AIDS, Celebrate the activists and caregivers that fought for and

sustained communities through the height of the pandemic, and Educate new generations about the groundbreaking history of the HIV/AIDS pandemic response in Los Angeles and beyond.

One Institute will design and implement HIV/AIDS related arts and educational programs to take place at the Monument site in West Hollywood Park throughout the year including monthly docent tours, Pride month (June), LGBTQ+ History Month (October), and World AIDS Day (Dec 1). Programs will be developed by One Institute as well as in partnership with community organizations, municipalities, and individuals.

Circa: Queer Histories Festival

Held in October during LGBTQ+ History Month, Circa: Queer Histories Festival (circafestival.org) is a month-long, LA County-wide programming series showcasing the trailblazing histories and vibrant cultural contributions of LGBTQ+ communities through the lens of present-day challenges and triumphs. Through exhibitions, performance, readings, screenings, lectures, and workshops, Circa features queer and trans artists, activists, and educators leading the movement for LGBTQ+ liberation.

Archival Exhibitions

One Institute organizes exhibitions that explore the complexity of LGBTQ+ history through the lens of arts, culture, and contemporary issues. Our exhibitions illuminate archival elements from ONE Archives at the USC Libraries as well as other archives, alongside artist projects and community contributions, within the context of societal issues and cultural inquiries writ large.

DIRECTOR OF PUBLIC PROGRAMS

Responsibilities may include but are not limited to:

- Design and implement HIV/AIDS related arts and educational programs to take place at STORIES: The AIDS Monument site in West Hollywood Park throughout the year including monthly docent tours, Pride month (June), LGBTQ+ History Month (October), and World AIDS Day (Dec 1). Programs will be developed by One Institute and/or in partnership with community organizations, municipalities, and individuals.
- Direct long-range planning for One Institute's full range of public programs.
- Ensure programs are initiated, executed, monitored, and delivered on-time, within scope and budget.
- Develop, implement, promote, measure, and evaluate public programs, audience outreach, and engagement strategies.
- Oversee program evaluation and work with One's administrative team to keep strong data management and make recommendations to improve program delivery year over year.

- Supervise Public Programs staff and interns.
- Create and manage departmental budgets as well as contracts with artistic and administrative service providers.
- Forge and maintain cooperative partnerships with community organizations, universities, cultural institutions, municipalities, and individual artists, educators, and activists.

Position Requirements:

- Demonstrated experience organizing diverse and complex programs, events, series, seasons, festivals, conferences, or equivalent experiences.
- Demonstrated experience in collaborative program design and development, coupled with a successful track record of program execution.
- A commitment to achieving shared goals in community-based settings with multiple stakeholders and agendas.
- Significant knowledge of LGBTQ+ and HIV/AIDS history (lived and/or learned), activism, organizations, communities, and contemporary issues to inform the development of existing and new impactful programs.
- Demonstrated experience working with HIV/AIDS and/or LGBTQ+ arts and activist communities.
- Experience working within nonprofit organizations preferred.
- Ability to maintain frequent, responsive, and respectful communication with staff, volunteers, program partners, artists, activists, researchers, educators, and others.
- Ability to work well on a team and manage multiple priorities, accomplishing and planning out systemic approaches to evolving environments.
- Strong independent work ethic and ability to proactively identify and assess effective methods of work operation.
- Strong computer skills (business professional level), and excellent time management and organizational skills.
- Knowledge and experience with tools such as Airtable, Eventbrite/TicketTailor, Microsoft Office, Google Suite, and WordPress preferred.

Minimum Qualifications

- Minimum bachelor's degree
- Minimum of 5 years of experience in program development and implementation
- Demonstrated commitment to LGBTQ+, social, racial, and gender justice
- Proactive, motivated self-starter who thrives in a team setting
- Plays well with others: positive attitude, curiosity, and flexibility
- Local travel, as well as evening and weekend availability

- Must have reliable transportation
- Sit and/or stand for long periods of time
- Lift weight up to 25 pounds

Benefits & Compensation

This is a full-time, exempt, salaried position. We offer a competitive benefits package including health, dental, vision insurance, vacation and paid time off, and a flexible work schedule.

The salary range is \$75,000 to \$85,000 annually depending on experience. The position is currently hybrid with 3-days in office per week required. Hybrid work environment is subject to change. Work must be performed in or near the city of Los Angeles.

Apply Today

Send your cover letter, resume, and list of 3 references to jobs@oneinstitute.org by 5 pm, December 15, 2025. Include "Director of Public Programs" in the subject line of your email.

Questions or Inquiries

Please direct your questions or inquiries to jobs@oneinstitute.org. No calls please. Only candidates contacted for interviews will be notified.