Where the past is present | DETROIT HISTORICAL SOCIETY

Position Posting – October 2014

Job Title: Public Programs Assistant
Department: Collections and Interpretation
Reports to: Manager of Public Programs

Position Description
The Public Programs Assistant provides support for the public program functions of the Society, including its Behind the Scenes and Historic Houses of Worship tours, special events such as Treats in the Streets and African American Family Day and other adult and family programs.

The Public Programs Assistant is a part time position (25 hours per week) reporting to the Manager of Public Programs. Most work will take place during the regular business hours of Monday-Friday, 9:00 am – 5:00 pm, however, this position does require attendance at 2-3 evening or weekend events per month.

Major Responsibilities

- Conduct research and assist with the development of public programs, including researching and compiling data on historic church tours and creating activities for special event programs.
- Provide administrative support for the tour reservation process (confirming reservations, sending confirmation letters, calling waitlists, etc.)
- Provide program support for special events and evening programs, including planning (contacting vendors, booking performers, etc.) and facilitation (assisting during the program.)
- Recruit and train volunteers for specific duties related to program implementation.
- Give scheduled group tours and programs at both the Dossin Great Lakes Museum and the Detroit Historical Museum as needed.

Qualifications

- Bachelor's degree or relevant experience required.
- Knowledge of and experience in principles, practices, and techniques of museum education is preferred.
- Exceptional customer service and communication skills (verbal and written.)
- Excellent planning and organization skills.
- Ability to forge and maintain effective working relationships with a variety of representatives of public and private organizations, volunteers, museum staff, and the general public.

Please forward resume and cover letter by October 31, 2014 to:

rebeccah@detroithistorical.org
Rebecca Hope
Manager of Public Programs
Detroit Historical Society
5401 Woodward Ave.
Detroit, MI 48202

No phone calls, please.