Job Title: Manager of Public Programs  
Department: Education Programs & Outreach (EPO)  
Reports to: Senior Director of Education and Programs

Detroit Historical Society
The Detroit Historical Society’s mission is to tell Detroit’s stories and why they matter. History saved and preserved is the foundation for strong, vibrant communities and is the inheritance of subsequent generations. Founded in 1921, the Society has been bringing together diverse voices to share the many narratives of the city and its region – finding their place in the present while inspiring the future. As we enter our centennial year, the Detroit Historical Society is now preparing to give voice to the stories of our next 100 years.

Located in Detroit’s Cultural District, the Society administers and develops multiple exhibitions and programming for both the Detroit Historical Museum and the Dossin Great Lakes Museum. The team cares for more than 250,000 artifacts, representing the City of Detroit’s collection, relying upon a staff of over 70 individuals to help bring Detroit’s history to life.

Position Description
The Manager of Public Programs is a pivotal member of the Society and EPO team. They serve as a connector, coordinator, and as a person who informs and enriches – bringing together various audiences of both new and established visitors. The Manager of Public Programs will develop, coordinate, and implement a fresh, innovative, and engaging programs calendar in both content and format while maintaining and evolving DHS’s current body of programs, which include but are not limited to: offsite tours, annual family events, and special partnership programs.

The Manager of Public Programs is a full-time position reporting to the Senior Director of Education and Programs. The standard work week is Monday-Friday, 9:00 am – 5:00 pm, however, flexible work hours are available. Frequent evening and weekend work, related to programs and exhibitions, will be required.

Major Responsibilities
- Develop and plan a broad range of large and intimate programs that provide access to both the Detroit Historical Museum (Midtown) and Dossin Great Lakes Museum (Belle Isle) and appeal to Detroit’s (region inclusive) growing and diverse communities;
- Directly facilitate and oversee logistics of programs planning in conjunction with all areas of Society business for efficiency and effectiveness from program inception to implementation;
• Implement and execute a robust schedule of new and existing public programs, including (but not limited to) lectures, film screenings, tours, annual events, family programming, and special events with community partners.

• Work with the EPO core team to define strategic budgetary and revenue goals and audience objectives for engaging public programs that relate to the Society’s mission, temporary and permanent exhibitions, and are built on a commitment to DHS’s three Strategic Pillars: financial sustainability; diversity, equity, accessibility and inclusion in all we do and best in class experience for our internal and external customers;

• Work directly with EPO Sr. Director and Finance team to develop, track and monitor the public programs budget;

• Support EPO Sales Coordinator, fielding customer inquiries and completing sales of public programs, when needed.

Qualifications

• Bachelor’s degree in history, education, non-profit management, museum studies or related field or equivalent experience is required

• 2-3 years of successful experience in the development and implementation of adult and youth programming

• Experience working with many different communities

• Exceptional communication skills, both verbal and written

• Excellent project management skills

• Experience managing and supervising people

• Ability to forge and maintain effective working relationships with a diverse body of stakeholders: members; trustees; volunteers; vendors; museum staff; and the general public

Preferred Qualifications

• Previous experience working in a museum or similar cultural education institution is highly preferred.

• Knowledge of/ familiarity with Detroit cultural arts community

• Experience and/or familiarity with Altru database

Please send resume, cover letter and salary requirements to the Human Resources Department at humanresource@detroithistorical.org no later than March 13, 2020.

Please, no phone calls.