

# DETROIT HISTORICAL SOCIETY



**Job Title:** Manager of Education and Public Programs

**Department:** Education Programs & Outreach

**Reports to:** Senior Director of Education Programs & Outreach

## **Detroit Historical Society**

The Detroit Historical Society's (DHS) mission is to tell Detroit's stories and why they matter. Founded in 1921, and celebrating its Centennial year, the Society has been bringing together diverse voices and communities to share the narratives of Detroit and its region, helping visitors find their place in the present to inspire a more verdant future. Located in Detroit's Cultural Center district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum (Midtown) and Dossin Great Lakes Museum (Belle Isle). The team cares for more than 250,000 artifacts in its collection, relying upon a staff of over 50 individuals to bring Detroit's stories to life.

## **Position Description**

The Manager of Education and Public Programs is a vibrant and energetic individual with a passion for history and people. A successful candidate will bring intelligence, creativity, and flexibility to a newly restructured role where they will: facilitate, implement, and develop a fresh, innovative, and engaging education and programs calendar in both content and format.

The Manager of Education & Public Programs will lead the development and coordination of interpretive content, oversee the Museum Educator Corps and programs volunteers, and facilitate curriculum aligned education programs for K-12 learners, and professional development experiences for teachers.

This position requires a broad awareness and engagement with the entire programs process, from inception to execution, while working in a highly collaborative way to identify and coordinate cross-departmentally, with partners and vendors, prioritizing an impeccable experience for visitors of all ages.

The Manager of Education and Public Programs is a full-time salaried, exempt position reporting to the Senior Director of Education Programs and Outreach.

## **Major Responsibilities**

### **Program Development**

- Research, develop and implement a robust schedule of new and existing education and public programs, including (but not limited to) tours, annual events, family programming, film screenings, lectures, and special events with community partners.
- Work with the EPO Team to improve and refine engaging education and public programs strategy in alignment with the Museum mission, temporary and permanent exhibitions, and DHS Strategic Pillars: Diversity Equity Accessibility and Inclusion; Best-In-Class Experience; and Financial Sustainability.
- Develop interpretive and curriculum aligned materials for preK-12 learners.
- Manage tours and other educational programs to ensure appropriate alignment with educator needs
- Collaborate with Community Outreach and Engagement unit to incorporate strategic partners into program development to ensure the inclusion of community perspective and voice.
- Conduct and facilitate programs and tour experiences.
- Support EPO Sales Coordinator in the sales of public programs and tours, where needed.

### **Team Management**

- Oversee Museum Educator Corps in their professional development, scheduling, and tour coordination duties.
- Take a lead role in coordinating communications and training for programs volunteers, ensuring that they are empowered and prepared to facilitate, host, and engage with the public.

### **Project Management**

- Maintain and improve programs development processes ensuring that all procedures are adhered to.
- Oversee logistics of program execution in conjunction with facilities, marketing, visitor experience, as well as other units as appropriate.
- In conversation with Senior Director, consider marketing and development departments regarding strategies for advertising and fundraising in relation to programs.
- Develop, track, and monitor the education and public programs budgets, and report on metrics related to the success of the programs, tours and events offered with direction and support of Senior Director.

## **Qualifications**

### **Experience**

- Bachelor's degree in history, education, non-profit management, museum studies or related field is required. Equivalent experience will also be seriously considered.
- 3-4 years of successful experience in the development and implementation of K-12 education, adult, and youth programming.
- Experience working with diverse communities and engaging communities historically underserved by museums and other cultural institutions.
- Experience managing and supervising people of various backgrounds and ages.

### **Skills**

- Exceptional communication skills, both verbal and written.
- Excellent project management skills.
- Works well in a collaborative and highly fluid environment.
- Highly organized and detail oriented with an eye toward both providing exceptional internal (staff) and external (visitors and partners) customer service.
- Ability to forge and maintain effective working relationships with a diverse body of stakeholders, Trustees, volunteers, vendors, museum staff, and the public. The successful candidate should feel comfortable engaging with all levels of management both within the organization and out.
- DHS ticketed tours and programs will be administered through the software platform Altru; knowledge of and comfort with operating tasks within a software platform is critical.

### **Preferred Qualifications**

- Previous experience working in a museum or similar cultural arts institution is highly preferred.
- Knowledge of/ familiarity with Detroit cultural arts community is beneficial.

### **Work Environment**

- Museum environment involves both indoor and outdoor working conditions.
- Ability to travel between DHS locations, and other travel as required by position responsibilities.
- Ability to lift 25 lbs.
- There is a standard work week; however, flexible work hours are available. Some evening and additional weekend work, related to events and exhibitions, will be required.

Please send resume, cover letter and salary requirements to the Human Resources Department at [humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org) no later than June 28, 2021

**EEO Statement**

The Detroit Historical Society seeks to reach a broad and diverse candidate pool when filling vacant positions. We encourage applications from people of diverse backgrounds because we believe that our organization and its work benefit from the perspectives and talents that a diverse staff brings. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.