

DETROIT HISTORICAL SOCIETY



Job Title: Program and Events Coordinator

Department: Programs and Events

Reports to: Sr. Manager of Programs and Events

Hourly Wage Range: \$21.98-\$32.97 per hour, depending on qualifications and experience.

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

Detroit Historical Society events, from exhibition openings to black-tie fundraisers, are executed with a clear sense of purpose and precision for what they communicate about DHS's place in Detroit's cultural landscape. As a place-based institution, programs and events at the Detroit Historical Society are a significant focus for the organization and the Program and Events Coordinator is an integral part of the overall success of the organization. The Program and Events Coordinator will work closely with the members of the Program and Events Department to create outstanding events, provide excellent customer service for attendees and to ensure that events are well-coordinated with ongoing Museum operations.

The Program & Events Coordinator is a full-time position reporting to the Sr. Manager of Programs and Events. The standard work week is Monday-Friday, 9am – 5pm with Work Flex and remote work as options, but evening and weekend work related to events and programs will be required.

Major Responsibilities:

- Work closely with Program and Events Team to assist in planning, organizing and executing all DHS programs and events.
- Assist with curating a variety of high-quality events and programs that cater to different interests, ages, and backgrounds to ensure a rich and engaging experience.
- Collaborates with Program and Events, Development and Marketing teams to create and implement comprehensive plans, timelines, budgets and reports.
- Evaluates event outcomes, monitors longitudinal progress towards organizational goals, and works with Senior Manager of Programs and Events to develop long-range strategic plans for programs and events.

General Responsibilities

- Support the Senior Manager of Programs and Events in meeting departmental targets.
- Complete other duties and projects as assigned, directed, or as required to facilitate Society business.
- Incorporate diversity, equity, inclusion, and access (DEIA) into work assignments and department efforts, and work to build personal knowledge and experience in these areas.
- Support the process of annual budget preparations and ensure activities remain within budget limit.
- Continuous learning to find best practices and keep up with trends in museum programming and events.

Required Qualifications for Successful Position Performance

- Demonstrated excellence in oral and written communication. Ability to interpret a variety of instructions, with a keen attention to detail and the ability to relate to diverse audience.
- High sense of responsibility and accountability.
- Problem solver with ability to anticipate potential issues and be proactive in finding solutions.
- Excellent people skills and team player.
- Sound judgment and the ability to make informed decisions.
- Able to provide excellent customer service experiences for guests.
- Strong project management and time management skills including ability to manage multiple projects at once.
- Proficient with different technology platforms including but not limited to – Outlook, Excel, Word, Powerpoint, etc.

Preferred Qualifications

- Previous experience working in a museum or similar cultural education institution.
- Knowledge of/ familiarity with Detroit cultural community.
- Knowledge of or experience with a cloud-based CRM tool such as Altru.

Education and Experience

- A bachelor's degree is preferred; comparable experience may be considered.
- 3-5 years of marketing/sales, programming or event planning experience.
- Knowledge of event operations and the catering and event industry in the Metro Detroit area.

Compensation & Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental, and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Please note the **hourly wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the hourly wage prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. 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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.