

DETROIT HISTORICAL SOCIETY



Job Title: Public Programs and Outreach Manager

Department: Mission

Reports to: Chief Exhibitions and Enrichment Officer

Position Description

The Public Programs and Outreach Coordinator is a key member of the Society's Mission team and will develop, coordinate and implement a diverse calendar of public programs working with members of the Mission team. This includes the coordination of the Society's current body of annual public programs as well as the development new programs that underscore our mission "to tell Detroit's stories and why they matter" as well as generate revenue for the organization. Programs include but are not limited to offsite tours, speaker and panel discussions, annual family programs, and special partnership programs. This position will also develop special partnership and outreach initiatives with community groups/organizations, local non-profits, colleges and universities, businesses and other audiences that help further the Society's connections with the community.

The Public Programs and Outreach Manager is a full-time position reporting to the Chief Exhibitions and Enrichment Officer. The standard work week is Monday-Friday, 9AM to 5PM. A flexible work schedule is available and remote work for some of the work week is an option. On-site evening and weekend work, related to programs, events and exhibitions, will be required.

Major Responsibilities

- Develop, coordinate and implement a broad range of large and small-scale programs that provide access to the Society's museums and appeal to Detroit's (region inclusive) growing and diverse communities- including (but not limited to) lectures, film screenings, offsite tours, annual programs, family programming, and special events in collaboration with community partners.
- Ensure that all public programs relate back to the Society's three Pillars of Excellence – "best in class experiences" – diversity, equity, and inclusion – and financial sustainability.
- Take a lead role in designing the day-to-day and long-term implementation plans, and evaluation model for all public programming.
- Develop a schedule, content, and implementation for the monthly Behind the Scenes Tours series.
- Work with the Tours and Programs Coordinator to achieve sales goals of public programs and related off-site tours.
- Oversee logistics and coordinate programs internally working cross-departmentally with event coordinators, facilities team members, marketing, visitor services, and volunteers as well as other units as appropriate.
- Work to meet team and cross-departmental deadlines with regard to marketing and sales needs. Ensure timely and complete program information for press releases, newsletter deadlines and other notifications.
- Work with Manager of Education and Volunteers to schedule, train and utilize our volunteer core in our BTS, HHW and other program initiatives.

Qualifications

- Bachelor's degree in history, education, non-profit management, museum studies or administration.
- 3-5 years of successful experience in the development and implementation of adult and youth programming.
- Experience working with diverse communities.
- Exceptional customer service and communication skills, both verbal and written.
- Excellent project management and multi-tasking skills. Attention to detail in this position is key.
- Ability to take initiative and seek out opportunities to develop new programs or improve upon existing programs.

Preferred Qualifications

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

Compensation & Benefits

- DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits.
- Paid Time Off policy of 20 days per fiscal year.
- Annual salary range for this position is \$38,000 - \$45,000, depending on qualifications and experience.
- Paid holidays.

Candidates must have reliable transportation and be willing to undergo a criminal background check.

Please send resume, cover letter and salary requirements to the Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

DHS is an Equal Opportunity Employer, and we encourage a diverse pool of candidates to apply. The Detroit Historical Society seeks to reach a broad and diverse candidate pool when filling vacant positions. We strongly 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.