

# DETROIT HISTORICAL SOCIETY



**Job Title:** Vice President of Education & Outreach (VPEO), Full-time

**Department:** Education

**Reports to:** President and CEO

**Annual Salary Range:** \$100,000.00 - \$126,000.00, depending on qualifications

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 100 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 Ft Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over 60 individuals to help to continue to bring Detroit's vibrant stories to life.

## Position Description

The VP of Education & Outreach (VPEO), develops, motivates and leads a team to provide high-quality learning and interpretive programs for audiences of all ages. This position engages with all departments to holistically develop internal and external educational and outreach initiatives that share and promote the unique resources of the DHS.

The ideal candidate is an experienced professional with exceptional leadership and team-building skills. She/he is comfortable in a flexible and fast-paced work environment, mixing old with new to generate ideas to educate and engage museum audiences. This position leads the team that manages the Society's entire portfolio of educational programs for all age groups internally, offsite plus leads museum community outreach initiatives.

The ideal candidate will develop successful educational methodologies and philosophies with and for the Education and Outreach team, in close partnership with the Exhibitions, Collections, Curatorial and Marketing teams. She/he will be a proactive, people-centered leader with proven success coaching teams and collaborating with all DHS departments to achieve organizational goals.

As the joint millage project becomes a reality, this position will eventually oversee engagement and projects in collaboration with other historic institutions in Wayne and Oakland Counties as part of the Society's Outreach goals.

The VPEO is a full-time, executive-level position reporting to the President and CEO and is a key member of the Executive Leadership Team (Cabinet). The standard work week is Monday-Friday, 9 am – 5 pm but evening and weekend work hours related to events and programs will often be required. A hybrid - remote and onsite - schedule of standard work hours is an available option.

## Major Responsibilities

- Lead the Society's Education and Outreach functions to create high-quality, dynamic and engaging experiences for diverse audiences.
- Lead all efforts to advance, shape, and expand current offerings for education programs, as well as engagement and professional development for educators of all levels.
- Develop and launch a new organization-wide strategy for community outreach, including the pursuit, establishment, and ongoing engagement of community partners, while strategically helping maintain partnerships to achieve institutional outreach goals.
- Hire, train, supervise and support Education and Outreach staff in a positive, proactive manner to assist them in achieving their goals.

- Ensure that all initiatives are based on Detroit Historical Society's resources, education philosophy, methodology and strategic initiatives.
- Develop and implement evaluation tools to measure, interpret, and analyze outcomes of Education and Outreach goals. Ensure that all offerings are evaluated consistently, with thoughtful data-driven improvements resulting in positive results.
- Accordingly ensure that professional development and appropriate training are available and accessible to Education and Outreach staff, docents and volunteers.
- Collaborate, as needed, with the Development and Marketing staff to identify potential funding opportunities, and assist with preparing, evaluating and reporting on educational programming grants.
- Work with the Mission team members to develop a wide variety of interpretive, didactic or other exhibition-related educational materials. Maintain and enhance our online educational courses including curriculum companion pieces and other learning tools.
- Prepare and manage the departmental budget with input from the Education and Outreach team, to meet annual goals.
- Present programs, teach classes and conduct tours when needed.
- Regularly stay current with educational practices, scholarships and Michigan education curriculum. Work in collaboration with the Manager of Education and Volunteers to maintain and ensure that online curriculum is up-to-date and engaging.
- Serve as the representative of the Society at select conferences, public-facing events and with media.

### **General Responsibilities**

- Attends meetings as required.
- Completes other duties and projects as assigned, directed, or as required to facilitate Society business.

### **Education and Experience - Preferred Qualifications**

- A Master's degree in education, history, museum studies or a related field preferred.
- A minimum of fifteen (15) years of experience in the development, implementation, and evaluation of education for diverse audiences of all ages and educational levels.
- Knowledge of and experience with principles, practices, and techniques of public, informal education and museum education including familiarity with neurodiversity ideologies.

### **Required Qualifications for Successful Position Performance**

- Possess a strong commitment to diversity, inclusion, belonging, management and best practices. Also enjoys working with the public and comfortable working with diverse populations. Excels at including and integrating all people and groups; respecting people from all backgrounds and cultures; specifically accepting and valuing differences between people.
- Proven ability to communicate and facilitate complex ideas to a wide range of people.
- Minimum of ten (10) years of success in a leadership capacity, overseeing staff teams with positive results.
- Exceptional verbal and written communication skills and possess dynamic presentation skills.
- Proven ability to forge and maintain effective working relationships with a variety of representatives of public and private organizations, Trustees, volunteers, vendors, museum staff at all levels and the public.
- Able to relate effectively with people of various cultural backgrounds, levels of education and experience.
- Able to multitask while functioning effectively and efficiently in a fast-paced environment while remaining organized and understanding deadline prioritization is a must.

### **Compensation and 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.

Candidates must have reliable transportation, possess a valid driver's license and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the **Annual Salary Range** prior to sending a résumé and cover letter to the Human Resources Department at [humanresource@detroithistorical.org](mailto:humanresource@detroithistorical.org) No phone calls, please.

## About The DHS

Stop working and start innovating! This is your opportunity to join a national leader in museum services. The Detroit Historical Society has a 100-year-plus legacy of telling Detroit's stories and why they matter. Most recently, with the 50th anniversary of the summer of 1967, DHS sought to commemorate the traumatic riots with a sensitive and inclusive narrative. Rather than just create an exhibition, DHS shepherded a community-wide collaborative project. Detroit 67: Looking Back to Move Forward captured the story and proved that the Detroit Historical Society is a safe place to convene for difficult conversations.

## 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.