

Windsor Historical Society

Position Opportunity: Program Manager

Windsor Historical Society, established in 1921 as the principal historical organization for Connecticut's oldest town, seeks an experienced and highly energetic history or education program professional to help fulfill a bold vision for its second century. We aspire to "be first in our region to center our history and culture on the lives of racially and ethnically diverse members of our community." Our work is rooted in the history, stories and voices of all community members, and this position will play an important role in this ongoing effort.

Duties:

Work collaboratively with staff, volunteers, and numerous public stakeholders to implement WHS's strategic plan by managing existing education and public programs and developing and implementing new and innovative historical programs and initiatives. The Program Manager will plan, schedule, oversee and evaluate all on-site and outreach education programs, as well as public and community-based programs for the museum.

Under direction of the Executive Director and in collaboration with colleagues:

- Develop an understanding of Windsor's history, culture, and people to focus new and existing programs, activities, and events on the needs and interests of Windsor's diverse communities.
- Work closely with public and private schools, home educators, and community partners to leverage museum and local historical resources to meet their curricular and educational needs through on-site, outreach, and virtual experiences, including special programs for targeted audiences.
- Initiate and lead collaborations with community partners to foster inclusive approaches to program development and implementation.
- With the community and museum stakeholders, plan and coordinate Society public programs and events. Develop, implement, and evaluate in-person and virtual programs that engage a very diverse Windsor community.
- Represent the Society to the public and make presentations to educational and community groups as needed.
- Work with staff to recruit, train, and evaluate part-time and volunteer staff to lead group tours, student field trips, and other programs.
- Develop written materials, website content, and educational resources for teachers, students, and the general public to support live and virtual programs.
- Other duties as assigned, including weekend and evening duties, to ensure the smooth and effective functioning of the museum and its programs. Greet guests, sell gift shop items, give tours of historic houses, and assist patrons in the Research Library.

Qualifications:

1. Demonstrated commitment to diversity, equity, and inclusion. Experience engaging in inclusive practices to develop culturally appropriate programming.
2. Experience developing and leading curriculum-based educational programs or experience teaching and/or working with children and adults in an educational setting.
3. A combination of experience and education equivalent to a graduate-level degree in education, public history, American studies, history, or related field.
4. Self-motivated with strong project management skills.
5. Flexibility with the working environment of a small museum where every staff member shares multiple responsibilities.
6. Experience working as part of an organization, and working collaboratively and leading teams and partnerships.
7. Excellent organizational, communication, research, computer, social media skills.
8. Experience with a variety of social media and other digital communications preferred.

This is a full-time (35 hours per week), salaried, FLSA-exempt position requiring some weekend and evening hours. This is an on-site position requiring in-person work at the museum and community locations. Occasional remote work is possible with director approval. The position will require employee to lift, bend, stoop, walk, speak, and stand for up to seven hours in a day. Windsor Historical Society is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

Salary range: \$45,000 - \$55,000 annually based on experience, plus benefits package.

Applications will be reviewed on a rolling basis, and the position will remain open until filled. For full consideration, submit application materials by 5pm, November 22, 2023. Starting date is flexible with goal of onboarding in early 2024. **To apply: please send cover letter, resume, list of three professional references, and two position-related writing samples to: dshipman@windsorhistoricalsociety.org.**

Updated: November 2, 2023