



Job Posting

Position:	Public Programs Manager
Reports To:	Executive Director
Direct Reports:	None
Employment Status:	Part-Time, 16 hours per week, Wednesday - Thursday, 9:00 a.m. – 5:00 p.m.
Compensation:	\$20/hour

Position Summary

The Public Programs Manager will manage public history programs for the Society and the Executive Director.

Major Responsibilities of the Public Programs Manager

- Manage the Society's Public Programs
 - Research, develop and implement compelling educational programs for the general public that focus on the history and culture of New Castle, Delaware as well as topics that provide historical context that aids in the understanding of New Castle's history and development; public programs include but are not limited to lectures, workshops, guided and non-guided tours, virtual and audio tours, podcasts, virtual programming, educational outreach, educational social media content, educational games and experiences, and participation in community events
 - Develop student tours and programs that meet requirements of Delaware and American history curricula utilized in local school districts, individual schools, and home school programs
 - Develop non-student tours and programs designed for groups that may include tourists, special interest groups, other museum professionals, etc.
 - Ensure that the Society's educational programs reflect the history and experiences of diverse populations of Americans
 - Review the Society's existing programs; make recommendations for improvement; implement approved changes to programs; existing programs include the annual lecture series, *Hauntings in History*, and *A Dickens Experience*
 - Provide staff training for new programs and tours; recommend opportunities for continuing professional education for staff and volunteers
 - Create and maintain necessary training materials for all programs and tours; provide constructive feedback to staff about their presentation of tours and programs
 - Develop and implement methods to evaluate the effectiveness of the Society public programs and tours
 - With the assistance of the Executive Director, create and manage an annual budget for public programs; provide annual financial report for each program
- Become familiar with the history of New Castle as well as the specific histories of the Society's properties
- Work with the Executive Director and the Collections Committee to become familiar with the Society's collections and identify collections items that support public programs
- With the assistance of the Executive Director, promote the Society's public programs to target audiences; maintain relationships with existing schools, teachers, and tour operators to encourage them to utilize the Society's resources now and in the future
- Develop and maintain excellent working relationships with programming colleagues in the Society's existing partnering organizations; identify opportunities for new partnerships with other community organizations, businesses and non-profits

- Research, apply for and administer grants that provide funding for public programs; assist the Development Committee with presenting proposals for corporate support of public programming
- Schedule guide staff for programs, tours and special events, by coordinating and maintaining tour schedules, communicating changes to tours, and scheduling tour reservations
- Assist the Executive Director and Collections Committee as needed with the development of exhibitions in the historic houses and Old Library Museum
- Remain informed of current trends in museum education and programming; identify opportunities for continuing professional education
- Research and explore the use of technology to assist the Society with making educational content accessible to a diverse group of audiences
- Special projects as assigned

Minimum Qualifications

Graduate degree in museum studies, history, historic preservation or related field, or Bachelor's degree with 2 to 5 years of experience working in the public history field developing and presenting public programs, tours, etc. Excellent communication skills; proficiency in Microsoft Office, social media platforms and audio/visual technologies. The ability to work effectively in a dynamic environment is required.

NOTE: This position requires completion of a criminal background check.

To Apply

Please email your letter of interest and resume/CV in Word or PDF format to info@newcastlehistory.org. No phone calls please. Deadline for submission is September 15, 2020. The NCHS is an equal opportunity employer.