



Public Programs Manager Job Description

JOB SUMMARY

The Public Programs Manager (PPM) develops, plans, and executes engaging, content-rich and mission-relevant experiences, activities, and events that connect visitors of all ages to Historic Deerfield's collections, site, and history. With strategic guidance from the Director of Museum Education, the PPM is responsible for creating and coordinating regularly scheduled visitor experiences that complement Historic Deerfield's house and walking tour program, as well as helping to plan and execute stand-alone special events and programs for ticketed visitors.

Along with new programs the PPM will develop with the Director of Museum Education, they are responsible for existing programs such as historic trade demonstrations, the Apprentice's Workshop experience, creative encounters carts, historic foodways programs, and other public demonstrations. They are also responsible for working with the Director of Museum Education to develop, plan, and execute special events, such as seasonal special tours, theatrical events and concerts, living history reenactors, and hands-on workshops for adults. They will work with the Director of Marketing and Communications to promote these events to a wide audience, building Historic Deerfield's visitation. Other duties as required.

Reporting to the Director of Museum Education, this role is a full-time position, 8:30 a.m. to 4:30 p.m., Monday-Friday, excluding one hour for lunch. During both the open season (currently mid-April through the end of November) and our winter season, weekend and evening hours should be expected to support programming.

Hiring salary ranges from \$46,000 to \$51,000.

CORE DUTIES

Create New & Maintain Current Public Programming for Historic Deerfield's Visitors.

- Conduct research that contributes to new and ongoing programming.
- Develop mission-driven activities and demonstrations that engage the public in historical content.
- Maintain, revise, and refresh current Historic Deerfield interpretive programming, such as (but not limited to) historic foodways program, the creative encounters carts, and walking tours.
- Train staff to provide programs and activities to the public.
- Supervise, coordinate, and evaluate success of new programming.
- Coordinate with Marketing to ensure calendars and the website are up-to-date and accurate regarding new programs.
- Coordinate with Maintenance and On-Site Events Manager to ensure smooth program implementation.
- Coordinate with Curatorial and Academic Programs, when appropriate.
- Develop and monitor program budgets.



- Coordinate all seasonal Museum Education Department calendar program descriptions and submit to Marketing four times per year.
- Order supplies and maintain inventory of program supplies for existing and new programs.

Develop and Coordinate New and Ongoing Public Programs

- With support and oversight from Director of Museum Education and input from the Museum Education Department staff, conceive, research, and develop new special events to engage Historic Deerfield visitors.
- Plan and execute ongoing, regular special events and tours, such as Deerfield After Dark programs.
- Organize, book, and manage schedule of expanding Historic Trade Demonstrations and Hands-on Workshops.
- With the On-Site Events Manager, approve all agreements for outside contractors/demonstrators.

KNOWLEDGE, SKILLS, AND ABILITIES

- BA in History, Education, Museum Studies, or other appropriate field. MA preferred.
- 3-5 years experience planning interpretive and/or educational events and programming in a museum or cultural heritage setting.
- Knowledge of American and New England history and material culture required.
- Strong attention to detail and project management skills.
- Able to work in a team environment, as well as individually.
- Demonstrated ability to multi-task several assignments at the same time.
- Proficiency in relevant software.

PHYSICAL REQUIREMENTS

- Ability to work outside.
 - Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
 - Occasionally twist/bend/stoop/squat, lift twenty pounds, reach/work above shoulders, grasp forcefully, writing by hand, sort/file paperwork.
- * - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

WORKING CONDITIONS

- Work is performed both in an office environment and outdoors, with the public.
- Work is performed at multiple locations and can include walking and standing.
- The role may be required to work on holidays, weekends, and for extended hours, with minimal notice and as required by operational considerations.
- Occasional travel on campus to departments/buildings or to local off-campus locations.



About Historic Deerfield

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. Historic Deerfield is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

To apply: Please submit a cover letter, resume or CV, and the contact information for three professional references to jobs@historic-deerfield.org.