



PROGRAMS AND EDUCATION MANAGER

The Milwaukee County Historical Society seeks a Programs and Education Manager responsible for developing and managing an annual program of educational and public programs related to the museum's collections, exhibitions, and historic sites. This role is responsible for ensuring that programs are of a high standard, align with the organization's mission and strategic objectives, and most importantly, serve our audiences and their needs.

Success in this position means that programs are drawing in target audiences who may not otherwise attend the Museum, and the Society is on track each year to achieve the Museum's annual visitation goals. The Museum's educational and public program offerings include school education programs, historic site tours, lectures and presentations, exhibition openings, and special events.

An ideal candidate is a people person that is curious and excited for sharing the Milwaukee County Historical Society's mission. The ability for the Manager to easily collaborate, be entrepreneurial in identifying opportunities, and to think strategically and "big picture" are desired.

RESPONSIBILITIES:

- Develop and implement an annual plan for the delivery of educational and public programs that help to build and reach audiences within the community.
- Create opportunities to develop educational programs for specific audiences including students, teachers, community groups, businesses, and professional organizations.
- Identify opportunities to build strategic partnerships within the community; develop and manage those relationships.
- The Programs and Education Manager will have one direct report, overseeing the full-time MCHS Educator.
- Collaborate with colleagues to promote programs, measure success, and share outcomes with the community.
- Contribute to the preparation of Museum fundraising programs such as sponsorships, grants, and other opportunities.
- Responsible for managing department activities within a budget and appropriate reporting/involvement in grants, sponsorship, or other fundraising activities.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and at least 3-5 years of experience in planning and delivering public programs, a plus if experience is in museums or attractions.
- Knowledge of community organizations that have collaboration potential and ability to initiate and build partnerships within the community.

- Experience planning, managing, and overseeing multiple projects, meeting deadlines, and prioritizing work.
- Demonstrated flexibility, creativity, and sound judgment in the workplace.
- Demonstrated ability to work both independently and collaboratively and maintain positive working relationships.
- Effective written and verbal communication skills with colleagues, patrons, and in public speaking.

PREFERRED QUALIFICATIONS:

- Master's degree and at least 5-7 years of experience in planning and delivering public programs, a plus if experience is in museums or attractions.
- Management experience; leading others in meeting strategic objectives and reaching goals.
- Experienced programs professional with evidence of success in creating programs, building audiences, and community collaboration.

SCHEDULE: Schedule is usually Mon-Fri., 9 a.m. to 5 p.m., but flexibility is important as some events will occasionally take place on evenings and weekends.

BENEFITS: Paid Time Off, IRA matching contribution, discounted parking, short/long-term disability.

PAY RANGE: \$45,000 - \$50,000

APPLICATION PROCESS: Please send cover letter and resume to Mame McCully, Executive Director, at mmccully@milwaukeehistory.net or 414.273.8288.