



Director of Public Engagement and Programs

The Moravian Historical Society (MHS) seeks an experienced nonprofit professional to provide vital support for its programs and to help advance its mission. The Director of Public Engagement and Programs is responsible for providing leadership for achieving the MHS's program and educational goals, including efforts to build lifelong learning relationships with the diverse Museum audiences. Reporting to the Executive Director, the Director of Public Engagement and Programs works closely with the MHS staff, volunteers, and Board of Directors to achieve the overall goals of the organization. The Director of Public Engagement and Programs is also responsible for the development and implementation of dynamic programming relevant to the museum's existing audiences and is committed to growing our audience reach, with a focus on diversity, equity, accessibility, and inclusion. The successful candidate will provide leadership regarding trends in education, community relations and outreach, history museums, and museum interpretation. This is a part-time position with the opportunity for growth.

About the Moravian Historical Society

The Moravian Historical Society celebrates the rich culture of the Moravians. The historic site includes the 1740-1743 Whitefield House and the 1740 Gray Cottage, the oldest Moravian structure in North America. Founded in 1857, MHS is recognized widely for its significant museum collection. MHS shares the fascinating history of the Moravians and their contributions to early American history through educational programs, guided tours, exhibits, and public events.

Key Accountabilities

1. Program Leadership

- a. Oversee and collaborate with other Museum personnel to create programming and educational initiatives that:
 - i. Leverage the assets of the Museum
 - ii. Create visibility and exposure of the Museum
 - iii. Align with the Museum's overall strategic vision and plan
 - iv. Enhance themes in Museum exhibitions
 - v. Educate, inspire, and engage audiences through a variety of different formats and platforms.
 - vi. Grow attendance, strengthen visitor experience, and deepen connections to the community
- b. Examine and evaluate all programming efforts at the Museum.

2. Education and Interpretive Programs

- a. Cultivate community partnerships and design programs and initiatives that build relationships between the Museum and its wide-ranging communities including school districts and higher educational institutions.
- b. Create programming and educational initiatives that educate, inspire, and engage audiences through a variety of different platforms, including onsite, offsite, and virtually and through formats such as tours, talks, workshops, and concerts.
- c. Plan and facilitate educational programming onsite and school programs.

3. **Curatorial**
 - a. Work with the Curator of Exhibitions to support exhibition development, including devising visitor learning goals and outcomes, editing and writing in-gallery text, and designing interpretive strategies.
 - b. Create interpretive content and in-gallery interactives for exhibitions.
 - c. Train docents to ensure a consistent and overall engaging experience for visitors.
4. **Community programming:**
 - a. Create and implement new programs to enhance public engagement.
 - b. Collaborate with other staff members on events and public programs.
5. **Supervision**
 - a. Recruit, train, and supervise docents, interns, and volunteers.
 - b. Develop projects and support interns and volunteers throughout the program.
6. **Communications**
 - a. Develop strategies to increase guest attendance.
 - b. Develop marketing strategies for programs to help to achieve maximum reach.
 - c. Strategize and contribute content for the website, digital, and social media outlets.
 - d. Collaborate with colleagues to create a consistent learning experience for visitors

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in history, museum education, education, or related field required; Master's degree preferred. A minimum of 5 years of program experience is required. An equivalent combination of education and experience may be considered.
- Demonstrated management and administrative abilities
- Knowledge of Moravian history is desired.
- Commitment to the best practices in museum education
- Excellent written and interpersonal skills; proven ability to work with a range of colleagues
- Candidates should have a passion for community, history, and the visitor experience.
- Knowledge and experience of program design, evaluation, and curriculum development.
- Able to work weekday evenings and weekends if programs or special events require.
- Proven experience with event planning and coordination.
- A team player capable of developing, guiding, and implementing plans in partnership with the Executive Director, Board members, staff, volunteers, and other members of the community.
- A strong communicator who is able to effectively articulate the Moravian Historical Society's mission, programs, and accomplishments to funders, stakeholders, and the community.

Special Consideration

The Museum is located in a historic 3-story building without air conditioning or an elevator. Various museum-related tasks, including lifting moderate weights and working outside during events, are required. Limited travel and occasional work on weeknights and weekends as needed.

Reports to: Executive Director

Status: Part-time; no benefits

Compensation: \$22.00 per hour

Schedule: 20 hours per week with evenings and weekends as needed

Qualified individuals are invited to send a cover letter and resume to director@moravianhistory.org.