Fort Monroe Authority

**Position Title** – Public Programs Manager

**Department** – Museum, Education and Interpretation (MEI)

**FLSA Status** – Exempt

**Work Conditions** – Office environment in historic building, not ADA accessible. Light lifting, 40 hr work week, 8:30 AM – 5:00 PM. Will require some weekends and evenings

**Salary** - $43,200 - $48,600 annually

**Reports To** – Director of Museums, Education and Interpretation

Are you looking for a challenging and meaningful career that reflects on the past, embraces change and is engaged with the future? If so, Fort Monroe Authority (FMA) is dedicated to helping people reach their career goals and at the same time a great place to work, learn and play! In its long history, Ft. Monroe has witnessed many significant events.

We are currently looking to fill a Public Programs Manager position in our Museum, Education and Interpretation Department at Fort Monroe, Virginia. This position includes state employee benefits to include health benefits; membership in the Virginia Retirement System; 13 paid holidays; annual leave; sick leave; group life insurance and other related Commonwealth of Virginia employee benefits.

Under general supervision, the Public Programs Manager develops, manages and delivers public program events such as curator talks, living history events, reenactments as well as programs associated with exhibits, and assists in their promotion. The Program Manager works to raise awareness of Fort Monroe’s history and as a Site of Conscience. The Public Programs Manager develops and sources program content and collaborates with external individuals and organizations and creates programs that are site-related and involve historic buildings and fortifications. Close collaboration with the Education Manager, Visitor Engagement Manager and Special Events Director, as well as FMA’s partnership with the National Park Service is required. The Public Programs Manager role requires multitasking capabilities, working with little supervision and a commitment to operating in a team environment. The role has a high level of interaction with curatorial, education and program staff, external stakeholders and guest speakers. Programming includes a variety of public and K-12 programs, in various formats, that engage audiences of diverse ages, backgrounds, interests and learning styles. The Public Programs Manager will examine the broader trends in historical interpretation both in theory and application to advance the organization’s ability to include multiple lenses in programming and reach varied audiences. The Public Programs Manager will also work with internal stakeholders and external community partners to develop strategies that support and align programs with local, regional, national and international communities FMA serves.

**Responsibilities**

* Lead and manage a team (2-4 i.e. part-time, volunteers, contractor or grant employees) to develop innovative, meaningful and action-oriented programming and, engage new audiences around the country and world
* Develop relationships with community organizations, artists, and educators to deliver ticketed and free programs
* Work with the Educational Manager and Visitor Engagement Manager and their respective teams to build systems that support public programs
* Coordinate and collaborate with the FMA Director of Special Events on joint programming
* Develop, coordinate, support and conduct offsite outreach work for the FMA MEI mission
* Supervise additional staff of part-time, grant funded, contracted and volunteers as required
* Evaluate and assess the effectiveness and impact of programming and outreach efforts to serve the needs of audiences to provide insight for the MEI Director
* Formulate and articulate budget requirements and execute funding for public programs.
* Develop new visitor experiences in collaboration with the Educational Program Manager and Visitor Engagement Manager. Conduct program preparation and execution
* Create public programs to increase traffic, engage audiences, and expand learning opportunities for visitors
* Working with the Director of Communications, create visitor-facing communications, including listings and schedules for programs, and contribute to press releases and social media to promote public programs
* Manage and direct day-of operations for all public programs, including operational support for events and programs
* Organize and manage logistics for the planning and execution of public programs and workshops for adult and youth audiences
* Conduct assessments and evaluations of programs
* With the Visitor Engagement Manager and the Education Manager, manage and review the structure and capacity of FMA volunteers as a professional team to ably assist with the delivery of Public Program events
* In collaboration with MEI and Fort Monroe Foundation staff, prepare Public Program content for funding applications, grant requests, and sponsor proposals
* Provide guidance, and participate as necessary in the recruiting, hiring, training, supervision, and performance management of Public Programs staff
* Manage and deliver offsite Public Program activities
* Contribute to and provide print and digital content for FMA communication campaigns and publications as they relate to Public Programs
* Maintain a current knowledge of national and international public programs management practices and comparative contemporary museum practices and visual culture
* Engage in professional interactions with peers and allied institutions, serve on appropriate committees, attend meetings, workshops and professional conferences
* Establish relationships with other cultural organizations. Visit relevant exhibitions and events, establish and maintain contacts within the museum and academic community and liaise with professional colleagues
* Generate quarterly and annual reports to track programming and outreach progress
* Performs all other duties as assigned

**Qualifications:**

*Education:* A Bachelor’s degree required. Master’s in History or Public History preferred

*Experience*: At least seven years’ experience at a museum, historical site or similar institution required. Experience in education, outreach or public programs preferred.

*Or combination of Education and Experience.*

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This is handled through a pre-tax payroll deduction.

***The Fort Monroe Authority is an EEOC compliant employer.***

This posting will be posted as open until filled. If interested, please apply at Indeed.com. **Resume and cover letter must be submitted to be considered for this position.**