

Programs Manager ■ Hayward Area Historical Society

Company Name and Address:

Hayward Area Historical Society
22380 Foothill Boulevard
Hayward, CA 94541

**Programs Manager
Full-time, Exempt Position**

The Programs Manager is responsible for overseeing the direction, planning, and implementation of public programs and community events offered or co-sponsored by the Hayward Area Historical Society. This position requires a unique blend of creativity, program design, and coordinating expertise to establish innovative and engaging programs through interaction with local educational institutions, community partners, and with other public and private institutions. The Programs Manager reports directly to the Executive Director.

Duties and responsibilities include, but are not limited to:

1. Successfully design, implement and manage an array of interactive public programs and community events on a year-round basis for HAHS, including, but not limited to, the Museum of History & Culture, McConaghy House, Meek Estate, and San Lorenzo Pioneer Cemetery.
2. Develop, conduct and evaluate public programs.
3. Work with the Marketing and Membership Manager in coordinating PR, including member newsletters, e-communications, and social media posts for all upcoming programs and events.
4. Formulate and manage the public programs budget.
5. Track and access statistical and evaluation data regarding museum, historic site, exhibit and program visitation.
6. Research, book, and manage all outreach and tabling events, working to promote HAHS programs, events, educational resources, and exhibits.
7. Assist the Board of Directors, Executive Director and senior staff to develop and monitor long-range strategic planning for HAHS's outreach and services to the public.
8. Assist the Executive Director and the Development Manager to pursue fundraising and grant opportunities for the advancement of the Society's programs and events.
9. Stay current with innovative and creative program delivery and techniques to advance the HAHS commitment to interdisciplinary and multi-sensory approaches and activities.
10. Work as part of the museum team to plan, design, and implement exhibitions, programs and special events for HAHS to ensure proper historical and educational content in all activities.

11. Maintain strong working relationships with other area non-profit and community partners, specifically collaborating on museum programming.
12. Assist with staffing public hours of the Museum and/or supporting front desk staff and volunteers.

Desired qualifications include:

1. Degree in Education, Museum Studies, Public History or a related field or equivalent years of experience is required.
2. Minimum of three years coordinating and/or conducting public programs for varied audiences.
3. Proven ability to envision, plan, implement and evaluate innovative, community-driven public programs and community events.
4. Exceptional communication and leadership skills are required. The ability to work as a member of a team toward a common result is imperative.
5. High level of responsibility, reliability and punctuality.
6. Ability to organize, prioritize and efficiently complete multiple tasks while attending to detail and working with a high degree of accuracy.
7. Must be proficient in Microsoft Office Suite and willing to learn Past Perfect, Volgistics, and other programs as necessary.
8. A demonstrated record of engaging audiences of different socio-economic, multicultural backgrounds to appreciate and learn in museum and history-oriented settings is desirable.
9. An ability to work diplomatically and effectively with all constituencies. Individuals who are proficient in Spanish or another language are encouraged to apply.
10. Ability to lift 25 lbs. and a valid CA driver's license are required.

Compensation:

This is a full-time, exempt position. Starting at \$38,400, salary is commensurate with experience. Health insurance, sick leave, vacation benefits, and other compensation provided.

Application Instructions:

Please send cover letter, resume, and one writing sample or program description to the attention of the Executive Director. First interviews scheduled late-August 2016. Should you have questions, call or write:

AT Stephens

Executive Director

Hayward Area Historical Society

22380 Foothill Boulevard, Hayward, CA 94541

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