Interim Program Manager

About the Organization
Weeksville Heritage Center (WHC) is a historic site and cultural center in Central Brooklyn that uses education, the arts, and a social justice lens to preserve, document and inspire engagement with the history of Weeksville, one of the largest free Black communities in pre-Civil War America, and the Historic Hunterfly Road Houses. Founded in 1838, Weeksville was the second largest of approximately 100 independent African-American communities established before the Civil War. When a group of community activists led by Dr. Joan Maynard rediscovered three remaining original homes in 1968, they purchased, rehabilitated, and restored the Hunterfly Road Houses, re-opening their doors as the Weeksville Heritage Center in 1973. In 2014, WHC opened its new Cultural Arts and Education Center and campus, including a visual arts gallery, performance space, resource center, and administrative offices. WHC is now poised for a bright new era, with the resources and vision in place to fully activate our history and expand our education, preservation, and public programming.

Recently announced as New York City's newest Cultural Institutions Group (CIG) member, the first since 1998, WHC is one of the city’s cultural treasures, dedicated to preserving and celebrating the story of the 19th century African-American community of Weeksville, as a nationally significant, exceptionally well-documented and rare extant example of an independent African American community organized by Black entrepreneurs and land investors to promote economic, social, and political rights.

About the Position
In 2019, Weeksville completed an ambitious strategic plan followed by visionary program and education plans, laying the groundwork for expansion of infrastructure and programming over the next 3 years. As the organization repositions itself, we are seeking a dynamic Interim Program Manager for a 12-month period to work with leadership to help unpack, process, and prioritize the goals of both plans. They will oversee the planning and execution of core public and education programming and related activities. The position reports to the President & CEO. The Interim Program Manager has the following responsibilities:

- Supervise a Project Coordinator
- Work closely with the collections and preservation staff
- Oversee aspects of program development, delivery, promotion, and scheduling in accordance with the organization’s education and public programming plans
- Manage program budgets
- Ensure policy implementation for compliance and safety of all programs
- Regularly review strategic and program plan goals and budgets with executive staff

The ideal candidate will have the following qualifications:

- Nonprofit management experience
- Demonstrate the authority, passion, and vision to activate our unique history for a broad onsite and virtual audience
- Strong commitment to social change through community empowerment and the arts
- Success in motivating and managing people
- Cultural competency to work with individuals from diverse backgrounds
- Experience in arts education and/or program development
- Ability to work independently and manage multiple priorities
- Proficient computer skills, especially using Microsoft Office Suite and G Suite
- Detail-oriented with excellent communication, organizational, interpersonal, and writing skills

**Education**
Bachelor's Degree in museum studies, history, social sciences, or related field

**Employment Status**
Full time salaried one year position

**Salary Range**
$55,000 - $60,000/annually

**How to Apply**
Submit a resume and cover letter to inquiries@weeksvillesociety.org by August 6. Include Interim Program Manager in the subject line. Only those candidates selected for an interview will be contacted.

*Weeksville Heritage Center is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical disability, veteran status, or any other basis protected by applicable federal, state or local law.*