Public Programs Manager (Temporary)

The Heurich House Museum preserves the legacy of brewmaster Christian Heurich and enriches the creative economy of Washington, DC. Located in the Dupont Circle mansion of immigrant entrepreneur and brewmaster Christian Heurich, the museum helps visitors understand that there is much more to DC’s culture and history than the federal government. The Heurich House Museum strives to bridge Heurich’s world with modern Washington, and aspires to be a new kind of house museum.

**Job Description**
Under the supervision and in coordination with the Operations Manager, the Public Programs Manager will plan and execute public programs and tours.

**Public Programs**
- Plan and execute public educational programs, including monthly First Fridays, quarterly Kids in the Castle, and annual Art All Night.
  - Create per-event budgets pricing based on annual departmental budget;
  - Manage, secure, and utilize relationships with vendors, local businesses, community partners, and other stakeholders;
  - Work with Marketing Manager to design messaging and ticket logistics, Director of Special Programs to include retail sale opportunities, and, Preservation Department to ensure the building and collections are safe during the programs;
  - Handle all day-of-event logistics; oversee and manage vendors, volunteers, and staff to provide high level execution;
  - Problem-solve and troubleshoot in a manner that will ensure visitor satisfaction.

**Tours**
- Manage private group tours, school tours, and Brewmaster tours, and assist with public tours:
  - Act as salesperson and point of contact for all private tour inquiries; schedule tours, negotiate and execute tour contracts, and communicate staffing needs; efficiently oversee tour revenue billing and invoicing; when appropriate, serve as museum representative before, during, and after private tours;
  - Oversee and manage Brewmaster tours as needed;
• Work with the Marketing Manager to implement creative marketing strategies, Director of Special Programs to include retail sale opportunities, and Preservation Department to ensure the building and collections are safe during the programs.
• Act as Visitor Services Assistant during public tours as needed, checking in guests and communicating museum rules.

**Time Commitment**
This role is a temporary position that ends on August 15, 2020 and may be renewed. This position requires a commitment of 20 hours per week.

**Stipend**
The Public Programs Manager will be compensated at $15 per hour.

**Required Experience & Skills**
- B.A., enrollment in accredited M.A. or Ph.D. program in history, public history, museum studies, anthropology, or similar program
- Demonstrates professional interest and success in public history education
- Superior relationship management
- Excellent oral and written communication skills
- Ability to prioritize and manage multiple projects and timelines
- Top-notch attention to detail
- Team player and self-starter
- Ability to undertake creative problem solving
- Comfortable with and adept at technology
- Willingness to adhere to professional museum standards and practices, particularly regarding historical artifacts
- Can perform tasks requiring physical activity (generally not involving muscular strain), such as carrying up to 50 lbs., walking, standing, stooping, sitting, reaching, lifting, etc.

Email resume, cover letter, and 2-10 page writing sample to hr@heurichhouse.org. No phone calls.

_The Heurich House Museum values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law._