

BLUE EARTH COUNTY HISTORICAL SOCIETY PROGRAM and EXPERIENCE MANAGER 2022

The **PROGRAM and EXPERIENCE MANAGER** is a non-exempt position with the Blue Earth County Historical Society (BECHS) reporting to the Executive Director. The Program Manager is responsible for the development and implementation an annual plan for the delivery of educational, public programs and special events that help to build and reach audiences within the community related to the museum's collections, exhibitions, and historic sites ensuring that programs are of a high standard, align with the organization's mission and strategic objectives, and most importantly, serve our audiences and their needs.

The Program Manager will support BECHS's mission and vision by executing educational, public programs and special events held at the History Center, Hubbard House and in the community; and ensures these programs are well-planned and executed, resulting in a positive and memorable customer experience that exceeds expectations. And will work collaboratively with community organizations and private groups to effectively plan, organize, communicate and execute internal and external programs.

Programs, Tours and Special Events

Develop and implement all BECHS public programs and educational endeavors at the History Center, Hubbard House and off-site.

- **Program Development and Management:**
 - Develop effective strategies for generating consistent revenue streams for all programming supporting BECHS's overall strategies and operational activities.
 - Develop an internal timeline and budget for each program.
 - Establish a detailed organization of each program, to include all necessary elements of audio/visual, required volunteers, facility set-up, as appropriate.
 - Coordinate with colleagues to develop communication and marketing strategies for all programming.
- **Educational Opportunities:** Create opportunities to develop educational opportunities for specific audiences including students, teachers, curriculum-based learning, community groups, businesses, and professional organizations.
- **Guided Tours:** Coordinate all school and group tours to the History Center or Hubbard House including but not limited to scheduling, correspondence, coordinating tour guides, and invoicing.
 - Train and support staff and community volunteers provide accurate and engaging guided tours of the History Center, Hubbard House or Special Events (walking tours, etc.)
 - Develop and implement living history programs that can be incorporated into Hubbard House tours.
- **Special Events:** Lead all aspects of BECHS Special Events (ie. Speakeasy, fundraisers)
 - Clarify the primary purpose and goals for each event
 - Develop corresponding budgets and metrics for success.
 - Manage relationships with vendors and event sponsors, working to deepen their engagement with BECHS.
 - Coordinate with colleagues to develop communication and marketing strategies for sponsors and special event participants.
- **Volunteers:**
 - Recruit, coordinate, and support community volunteers assisting in the implementation of programs and special events.
 - Provide direction, technical assistance and support to relevant staff and volunteers in the effective execution of BECHS programs.

Visitor Experience Development: Responsible for all exhibits, interactive learning activities and special museum experiences

- Develop all temporary exhibits at the History Center
- Build community relationships to create opportunities for off-site exhibits.
- Develop and manage the Discovery Lab
- Collaborate with the Collections Manager to utilize the Society's Archives and Collections for exhibit development, educational activities, outreach projects and special programs.
- Develop and implement interpretive programs and resources for exhibitions to ensure that the Society's collections act as a learning resource for all ages.

General

- Collaborate with colleagues to ensure the effective promotion of programs, measure success, and share outcomes with the community.
- Collaborate with colleagues to cultivate community partnerships
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Education, History, Museum Studies, Communications, or related field and at least 3-5 years of experience in planning and delivering public programs, a plus if experience is in museums or attractions.
- Highly developed and demonstrated organizational and communication skills, specifically public speaking, are essential.
- Experience planning, managing, and overseeing multiple projects, meeting deadlines, and prioritizing work.
- Demonstrated ability to work both independently and collaboratively and maintain positive working relationships.
- Flexibility to work a varied schedule, including weekends and evening hours.
- Computer skills, including knowledge of Microsoft Office products.
- Collaboration, communication and creativity are critical to the success of this role, both with members of the BECHS team and with external customers.

To Apply:

The Blue Earth County Historical Society, located in historic Downtown Mankato, MN. BECHS's mission is rooted in education and has a reputation for delivering high-quality exhibits and programs to our growing, diverse community. www.BlueEarthCountyHistory.com

The BECHS offers a competitive benefits package with a salary range of \$32,000-\$36,000 depending on experience. Deadline for application is April 18, 2022. To apply email resume, cover letter, and three professional references to Director@BlueEarthCountyHistory.com.