

Director of Programs and Engagement

Historic Hudson Valley (www.hudsonvalley.org) is a museum of historic sites that has embraced contemporary programs to broaden and build diverse audiences. The non-profit organization seeks an experienced, strategic-thinking, creative Director of Programs and Engagement to join its senior management team and implement a wide range of public programs utilizing historic sites and material culture collections. Programs include site tours, school and youth workshops, living history demonstrations, and digital initiatives for five nationally-significant historic sites. Historic Hudson Valley also mounts popular events including the Great Jack O'Lantern Blaze which are overseen by a separate Event Production Department. Major programmatic areas include slavery in the colonial North; Washington Irving and the art of storytelling; and philanthropy and family history at Kykuit, the Rockefeller Estate.

The Director of Programs and Engagement is responsible for all phases of the content development process, including concept generation, design, delivery, and documentation, as well as the training and evaluation of museum guides. The position involves oversight of five program managers and, indirectly, more than 100 part-time guides and educators. In addition, the Director of Programs and Engagement will manage ongoing relationships with outside vendors, consultants, and content experts.

In addition to assuming the management of National Endowment for the Humanities (NEH) and Institute for Museum and Library Services (IMLS) existing grant-funded projects, the Director of Programs and Engagement will lead the Program Development Team in the design of new programs for all audience segments, with a strong emphasis on making historical content relevant to a contemporary audience. Reporting to the President, the Director of Programs and Engagement will create a forward-thinking roster of programs that provoke thought, advance learning, and encourage engagement and participation. Candidates should have a high awareness of visitor service best practices as well as an understanding and interest in the role of technology in the museum experience.

Responsibilities

- Initiate and set goals for programs, according to organizational strategic objectives.
- Plan programs from start to completion in the context of deadlines, milestones, budgets, and processes.
- Actively pursue social, mobile, and emerging channels as a means to engage audiences with historical content. Work with the Marketing Department to expand the digital audience.
- Work collaboratively with other departments to create educational events and programs.
- Work collaboratively with the Event Production Department to add meaning and contextualize popular events.
- Develop budgets, timelines, and contract terms.
- Collaborate closely with inter-department teams on grant applications.
- Devise evaluation strategies to monitor program performance and determine areas for improvement.
- Recruit, hire, mentor, counsel, and regularly evaluate both the qualitative and quantitative work of subordinate staff; coordinate, direct, and evaluate the work of all content experts, consultants, and vendors.
- Seek ways to enhance efficiency and productivity of procedures and people.

Requirements

- Ten years' experience as a program director in a museum or other cultural setting; at least five years' experience supervising professional staff and multi-disciplinary teams.
- BS/BA in a related field; MS/MA preferred.
- Thorough understanding of project/program management techniques and methods.
- Strong knowledge of program evaluation techniques, key metrics, and impact/outcomes in both digital and on-site contexts.
- Experience developing and managing department, program, and project budgets.
- Excellent organizational, leadership, communication, and leadership skills.
- Strong awareness of the interplay of trends in the fields of history, education, museums, and technology.
- Weekend, holiday, and evening availability a must in support of program needs.

The position carries a full benefits package including employer paid 401(k), paid time off, and employer supported health insurance. To apply, email resume, letter of interest including salary requirements, and three writing samples to jobs@hudsonvalley.org with Director of Programs and Engagement in the subject line. Historic Hudson Valley is an equal opportunity employer. Candidates of diverse ethnic and racial backgrounds are encouraged to apply.