

POSITION ANNOUNCEMENT:

Director of Public Programs

Position Description

Chief Objectives of the Position

Oversees the entire public programs department; is a member of London Town's senior staff; coordinates, develops, implements, and evaluates London Town's public programs; with budget management duties.

2020 – 2025 Priorities

- Oversee the creation, execution, and evaluation of any new interpretive plan and associated public programming.
- Implement and review programming that connects London Town's history, gardens and natural resources.
- Assist with the planning and implementation of London Town's future plans for an extended pier and re-established natural waterfront.

Job Duties

- Responsible for managing departmental personnel and volunteers; providing professional development for the department.
- Responsible for departmental budget (creation, execution, oversight, and future projections)
- Ensure delivery of public programs and activities (on site and off) that support London Town's mission and earned revenue goals – this currently includes school tours, homeschool programs, living history days, group tours, workshops, general visitor offerings, etc.
- Continually evaluate the effectiveness of London Town's public programs (engagement, educational outcomes, financial, etc.)
- Ensure that accurate visitor data is kept for planning and reporting purposes.
- Collaborate with the development and marketing staff for fundraising, marketing, and PR needs.
- Perform other duties and projects as necessary.

Requirements

- Bachelor's Degree with a connection to one of the following: history, public humanities, museum studies, horticulture, public gardens, or similar field; at least 5 years of relevant experience to this position
- Knowledge and demonstrated practical implementation of current museum trends, visitor engagement best practices, inclusive programming, and community engagement.
- Professional history of supervising a team of staff and volunteers
- Demonstrated ability to manage projects from conception to completion and evaluation.
- Ability to perform all duties, and balance competing demands, in a friendly and professional manner.
- Computer literate with a proficiency Microsoft Office, social media, and related software for museum operations

- Physical requirements include: a combination of sitting, standing, and walking; lifting modest weights (up to 30 pounds); light to moderate physical activity (splitting wood, hearth cooking, etc.); and offering programs outdoors in a variety of weather conditions if not too severe.

Compensation

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Staff Supervision and Oversight

- The Director of Public Programs supervises a team of 3-5 year-round positions (mix of full and part-time) and 2-4 seasonal part-time positions as well as a variety of London Town-connected volunteers and outside volunteer groups.
- The Director of Public Programs reports to the Executive Director.

Other Requirements and Working Conditions

- Valid driver's license with good driving record; ability to drive a golf-cart style electric vehicle used in public programming on site.
- Physical requirements: combination of sitting, standing, walking and driving on a frequent basis. Lifting modest weights (up to 30 pounds) may be required occasionally.

Compensation and Benefits

- The position starts at \$62,000 per year. A multi-year salary increase plan tied to performance and institutional goals will be developed.
- This position is eligible for merit-based and financial surplus-based bonuses each year if work performance warrants them

This is considered a full-time position and is eligible for the following benefits:

- Retirement plan and Foundation match
- Foundation-paid flexible spending account
- Ability to buy into group health insurance with London Town paying 70% of the premium.
- 10 days of accrued annual leave and 7 days of personal leave each year, plus designated holidays.

About Historic London Town and Gardens

Historic London Town and Gardens is operated by the London Town Foundation (a 501c3 nonprofit entity) on behalf of Anne Arundel County Recreation and Parks. As such, our job is to ensure that we appropriately manage our historic, archaeological, and horticultural resources. We work with the Anne Arundel County government and other heritage organizations to promote London Town as an educational resource while ensuring the site's sustainability for future visitors.

How to Apply: Please send a cover letter and resume by July 12, 2024 to executivedirector@historiclondontown.org.