

Director of Engagement

Department/Location:	Engagement
Reports to:	Executive Director
Fair Labor Standards Act Status (FLSA):	Exempt
Employment Status:	Full-time
Revision Date:	April 2025

ABOUT HERITAGE HILL

Heritage Hill State Historical Park is a 56-acre living history site in Green Bay, Wisconsin featuring over 25 buildings from the 17th – 20th centuries. Heritage Hill's mission is to enrich the lives of others by sharing Northeast Wisconsin's diverse cultural and historic ties that bind our communities together. This is achieved through traditional museum exhibits, costumed historic interpreters, and other immersive and innovative techniques.

Position Description

As part of the senior management team, the Director of Engagement is a full-time position that, through collaboration, plays a key primary role in bringing the mission of the Heritage Hill State Historical Park to life. The Director is responsible for overseeing and ensuring that the interpretive and other programs are historically accurate, valid, significant, and executed in a manner fitting of Heritage Hill's mission and standards. This position oversees the design, training for, and implementation of the educational and interpretative programs ensuring that Heritage Hill serves as a community resource to educators and others. The Director supervises and supports all full-time and part-time interpretive staff, volunteers, and interns serving their department. This position performs diverse administrative and direct duties that support Heritage Hill's larger interpretive and engagement vision.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position and are not all-inclusive.

- Act as Park expert as it relates to historical periods represented and park structures
- Develop and direct strategies, curriculum, and policies to ensure quality and effective interpretation and engagement related programs
- Develop, direct, and evaluate core interpretive strategies and programs

- Recommend, research, and develop new park exhibits as may be approved as well as enhance existing exhibits through collaboration with park restoration staff and others.
- In collaboration with restoration staff and park managers, assist in developing strategies and policies to ensure both visitor safety and security as well as conservation of collections
- Develop and monitor the annual budget for Engagement Services in coordination with the Executive Director
- Establish and maintain a close working relationship with area educators, school districts, historical reenactment groups, the Brown County Historical Society, and Antiquarians
- Provide quarterly reports and quality evaluation of operations, engagement activities, and interpretive programs to the Executive Director
- When necessary and requested, assist in public engagement, development, special events, and administrative activities needed
- Recruit, train, support, and supervise all Interpretive staff, volunteers, and interns aligned with the engagement department
- Acts as “Manager on Duty (MOD)” as part of a rotation with other park managers/staff.
- Other duties as assigned.

Supervisory Duties

- Interpretive staff, volunteers, and Interns.

Minimum Qualifications

- Bachelor’s degree in history or education with a minimum of 3 years of non-profit work experience. Experience in visitor operations and historical interpretation with a knowledge of material culture, including military and domestic preferred.
- Computer skills including database management software systems
- Outstanding interpersonal and communication skills (written and oral)
- Ability to lead as well as function as a team member for staff and volunteers
- Budget development
- Management experience
- Willingness to work a schedule with various hours, including regular weekend day(s), occasional evenings, and/or holidays. Regular workdays include weekend days(s)

Salary: \$47,500-\$52,000, based upon relevant experience. This is an exempt salary senior staff position that includes employee health insurance, Simple IRA contribution, paid time off and other benefits.

The Heritage Hill State Park is a 501(c)3 non-profit organization.

The Heritage Hill State Park is an equal opportunity employer.