 JOB DESCRIPTION

TITLE: Community Programs Specialist

EMPLOYMENT CATEGORY: Hourly, Part-Time / Non-Exempt (20 hours/ week)

COMPENSATION: $22/hour

DATE POSTED: December 1, 2022

REPORTS TO: Vice President, Education and Interpretation

POSITION SUMMARY
The Community Programs Specialist is a new part-time position in the Department of Education and Interpretation at Historic Annapolis (HA). The Specialist will work alongside a mission-oriented team of individuals who are committed to creating and delivering high-quality community engagement programs for our organization. In this position, the Specialist is responsible for all aspects of HA’s community programs and activities at HA sites, including the Museum of Historic Annapolis, the William Paca House and Garden, the James Brice House, Hogshead, and the Waterfront Warehouse.

The Community Programs Specialist will be responsible for researching, developing, implementing, and facilitating the new and innovative public programs and activities centered on HA sites’ interpretive content and themes. The Community Program Specialist will report to the Vice President of Education and Interpretation and will work collaboratively with other members of the Education team, other HA staff, docents, and volunteers in the development and presentation of community programs that create meaningful connections with a broad, diverse audience. The ideal candidate will have a passion for the mission of our organization, possess superb verbal and written skills, and have experience in public program development and management.

ABOUT HISTORIC ANNAPOLIS
The mission of Historic Annapolis is to Preserve and Protect the historic places, objects, and stories of Maryland’s capital city, and provide engaging experiences that Connect people to the area’s diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at annapolis.org.

MAJOR RESPONSIBILITIES
- Lead the creation, execution, reporting and evaluation of community public programs. Ensure programs are diverse, accessible, and inclusive.
- Develop relationships and coordinate community programs with other museum partner sites based on topics related to HA’s museum interpretive content and themes.
- Develop and present special events programming at HA sites (including Annapolis by Candlelight, Maryland Day, July 4th, and a December holiday celebration)
- Assist as needed in the HA Lecture Series, both virtual and in-person, to include logistical and technical support.
Represent the HA Education Department on several committees, including the HA Educational Advisory Committee and the Chesapeake Crossroads Education Committee.

As part of the HA Education Department, build programs and relationships with outside groups, in coordination with the HA Development Department, to advance HA engagement and outreach goals, to include the Smithsonian Affiliates and Associates, other museums, garden clubs, schools, homeschoolers, and scout groups.

Assist with identification and acquisition of grant funding for HA Community Programs including grant writing, managing deliverables, tracking funds, and completing reports.

Coordinate the HA Calendar of Events with the HA Education and HA Communications teams.

Provide content for HA’s Communications team on behalf of the Education Department, to include website and social media content and content for promotional flyers, press releases and emails to promote HA’s community programs.

Participate in all aspects of setup/break down and staffing of HA programs and special events as required and as requested.

Assist with general museum reception and visitor services and provide Paca House and Museum of Historic Annapolis tours as needed, maintaining the highest standards of customer service.

Respond effectively and knowledgeably to visitor questions regarding the organization and its mission, planned programs/events, local visitor information, and HA membership opportunities.

Other duties as assigned by HA’s VP of Education and Interpretation.

DESIRED QUALIFICATIONS

- Bachelor’s degree in Museum Education/Studies, or related field, preferred.
- A minimum of two years of work experience in museum community programs development, museum education, or related field.
- Ability and desire to work well independently and collaboratively to develop and deliver community programs enthusiastically and professionally. Ability to follow policies, procedures and instructions to accomplish assigned tasks accurately and appropriately.
- Demonstrated productive work ethic and excellent organizational, interpersonal, time management and critical thinking skills, including the ability to multi-task with a strong attention to detail.
- Effective professional oral, written, and interpersonal communication skills.
- Working knowledge of latest educational trends and how to work with a diverse audience base.
- Dedicated commitment to the philosophy and mission of Historic Annapolis.
- Excellent customer service abilities; public speaking experience a plus.
- Proficiency in Microsoft Word, Excel, PowerPoint, email, and database systems required.
- Willingness and ability to work a flexible schedule, including evenings and weekends as necessary to accommodate the needs of the Education Department.

WORK ENVIRONMENT AND SCHEDULE

This job requires the employee to work occasionally on weekend days, holidays, and evenings. It also requires the employee to be active, setting up and breaking down community programs, walking, standing for extended periods, climbing stairs, etc., and to be able to sit for extended periods of time including at a computer workstation. The work environment is mostly indoors but occasionally outdoors. The position occasionally requires the ability to lift up to 25 pounds.

EQUAL OPPORTUNITY EMPLOYER

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applications should submit a cover letter and resume, including salary requirements, to Ms. Lucy Mikhailova at lucy.mikhailova@annapolis.org by December 15, 2022.