

National Liberty Museum

Position Title: Manager of Public Programs

Department: Content & Interpretation

Reports to: Senior Director of Content & Interpretation

Minimum Salary/Hourly Rate: \$55,000.00

Maximum Salary/Hourly Rate: \$65,000.00

About Us

At the National Liberty Museum, America's foundational value is both celebrated and explored through thought-provoking exhibitions, programs, and educational initiatives. While rooted in Old City Philadelphia, we bring the story of "liberty" up to date. Liberty is not frozen in time with our Founding Fathers, it lives today - and we must recognize it and debate it to ensure its survival into the future. Liberty is not was, at the National Liberty Museum, liberty is.

Position Summary

Are you interested in overseeing cutting edge public programs that get right to the heart of some of the most important issues of our time? If so, the National Liberty Museum is hiring a Manager of Public Programs. You will be on point for this indispensable part of our interpretive offerings. You will be an excellent organizer, pay close attention to detail, and have strong people skills. You will be comfortable liaising with people from across the political spectrum, be intellectually curious, and not shy away from difficult conversations. As our institution enters an exciting period of growth and change, you have the opportunity to become an indispensable part of our Content & Interpretation team.

Essential Duties and Responsibilities:

Management

- Oversee public programs at every stage of their life-cycle – from conceptualization, through planning, to final delivery
- Gather and analyze audience feedback and other performance metrics
- Develop and maintain calendars, budgets, processes, and databases

Leadership & Strategy

- Develop a network of thought leaders, experts, scholars, and community leaders to assist with the delivery of public programs
- Provide regular reports to leadership on program performance and audience engagement
- Work with line manager and marketing to develop strategies for growth

People

- To work seamlessly with talent, vendors, guests and VIPs from across the political spectrum
- To work through challenges with diplomacy and doggedness
- To ensure that programs are designed with the audience and NLM's larger strategic goals in mind

Successful Candidates will have:

- A desire to prove themselves and advance their careers in a dynamic institution
- 2-3 years of experience delivering high quality public programs
- A bachelor's degree or equivalent professional experience
- Intellectual curiosity and an interest in curating meaningful conversations
- Strong communication skills (written, verbal, and public speaking)
- Excellent organizational skills and an ability to get the job done on time and in budget
- Ability to work collaboratively with colleagues and engage respectfully with diverse audiences
- Comfortable with technology and an ability to troubleshoot at a basic level

To Apply

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. Interested applicants are asked to please forward your 1) resume, 2) cover letter, and 3) professional references in ONE (1) document for immediate consideration to jobs@libertymuseum.org. Incomplete or improperly formatted applications will not be reviewed.