

DETROIT HISTORICAL SOCIETY



Job Title: Public Programs Coordinator, Full Time

Department: Events & Public Programming

Reports to: Associate Manager for Internal Events

Hourly Wage: \$21.98 per hour

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

The Public Programs Coordinator is a full-time, non-exempt/hourly position within the Detroit Historical Society's Events & Public Programming department, working across the Detroit Historical Museum in Midtown and the Dossin Great Lakes Museum on Belle Isle. This position is responsible for the implementation of a robust public programming calendar that connects Detroit's communities to the stories and collections of both museums. The Coordinator will cultivate and steward relationships with community partners, educational institutions, artists, historians, and volunteer contributors; act as lead of part-time Event Managers during events; and plays an active role in generating digital content that promotes public programs to broad and diverse audiences. This role reports to the Associate Manager for Intern Events and is an integral member of a collaborative, mission-driven team.

The Detroit Historical Society is committed to telling Detroit's full story — which demands that our team reflect, welcome, and actively engage the breadth of Detroit's communities. The Public Programs Coordinator will be expected to center diversity, equity, inclusion, and accessibility in every aspect of their work: in the programs they design, the partners they cultivate, the volunteers they support, and the content they create. We strongly encourage applications from candidates who bring lived experience with and deep connections to Detroit's communities, including candidates from communities historically underrepresented in the museum field.

The hybrid schedule for this position - working on-site as needed and remotely as coordinated – is based on the work week of Monday-Friday with regular evening & weekend availability required to support programs & events.

Major Responsibilities

Public Program Development & Implementation

- Support development and implementation of a diverse and inclusive calendar of public programs at both the Detroit Historical Museum and the Dossin Great Lakes Museum, including lectures, panel discussions, walking tours, family programming, community events, film screenings, living history demonstrations, and special observances tied to the museums' collections and Detroit's history.
- Conduct ongoing research into community interests, peer institution programming trends, and the museums' collections to inform programming decisions and identify new program formats and themes.
- Collaborate with curatorial, collections, and education staff to help develop programs that are intellectually rigorous, mission-aligned, and accessible to audiences of varying ages, backgrounds, and abilities.
- Manage logistical aspects of assigned public programs, including venue setup, AV and technology needs, presenter coordination, registration systems, accessibility accommodations, and day-of execution.

- Evaluate program effectiveness using quantitative and qualitative methods (attendance data, surveys, participant feedback) and apply findings to continuously improve the program portfolio.

Partner & Community Relations

- Steward relationships with programming partners, including neighborhood organizations, cultural institutions, schools and universities, civic groups, faith communities, professional associations, and local artists and historians.
- Help develop and steward co-presented and co-produced program partnerships, particularly with Community Gallery partners.
- Collaborate with the Programs and Events team to identify programming partnerships that may support grant proposals, sponsorships, or donor cultivation.
- Maintain organized records of partner contacts, agreements, and engagement history in the department's CRM or database.

Event Managers

- Act as lead to part-time Event Managers during events; providing clear direction, regular feedback, and ongoing professional development support.
- Participate in the hiring, onboarding, and scheduling for Event Manager staff as directed by the Associate Manager of Internal Events and Facility Rentals Manager.
- Delegate event and program responsibilities to Event Managers effectively, ensuring they have the information, resources, and authority needed to succeed.
- Facilitate regular team check-ins and briefings to maintain communication and alignment across the events and programs team.
- Model and reinforce the Detroit Historical Society's standards for guest service, professionalism, and DEIA in all team interactions.

Digital Content & Marketing Support

- Generate compelling visual content for digital marketing of public programs, including film and photography, social media posts (Instagram, Facebook, LinkedIn, and emerging platforms), blog entries, and event listings.
- Photograph or coordinate photography of public programs for use in marketing, stewardship, and archival purposes; ensure photo releases and usage rights are properly obtained and documented.
- Collaborate with the Marketing department to ensure public program content is integrated into the Society's overall content calendar, brand voice, and digital strategy.
- Contribute ideas and content for grant reports, donor communications, and the Society's annual report as they relate to public programming outcomes.

Physical Requirements

- Ability to stand and walk for extended periods during programs and events (up to 8+ hours).
- Ability to lift, carry, push and pull items up to 50 pounds occasionally with or without reasonable accommodation; coordinate team lifts for heavier items.
- Ability to bend, stoop, kneel, and reach during event setup and teardown.
- Ability to move through-out both museum facilities, including areas accessible only by stairs.
- Ability to work in varying indoor and outdoor conditions, including evening outdoor programs at the Dossin Great Lakes Museum.
- Ability to operate a computer and related technology for extended periods.

General Responsibilities

- Maintain accurate program records, contracts, attendance data, and departmental files.
- Contribute to regular program reports and updates for the senior leadership and Board of Directors as requested.
- Participate actively in departmental planning, staff meetings, and organizational initiatives including strategic planning and DEAI efforts.
- Stay current with trends and best practices in museum public programming, community engagement, and informal learning through professional reading, conference participation, and peer networking.
- Support departmental needs during high-volume periods, including fundraising events and facility rentals, as needed.

- Perform other duties as assigned by the Associate Manager for Internal Events.

Required Qualifications for Successful Position Performance

- Demonstrated progressively responsible experience in public programming, community engagement, event coordination, or a related role, preferably at a museum, cultural organization, or nonprofit.
- Demonstrated ability to manage programs from concept through evaluation, including budget oversight.
- Strong time and project management skills with the ability to manage multiple concurrent programs and priorities in a dynamic environment and meet established deadlines.
- Proven experience with relationship-building, including experience establishing and sustaining partnerships with community organizations, educational institutions, and a broad range of internal and external stakeholders.
- Excellent written and verbal communication skills; ability to represent the Society effectively in public and professional settings.
- Ability to travel between museum locations regularly, and occasional travel within the Detroit metro area (partner meetings, community events, professional development, etc).
- Ability to work a flexible schedule that includes regular evenings and weekends.

Preferred Qualifications

- Demonstrated proficiency in social media content creation and digital storytelling, including photography or graphic design skills (Adobe Creative Suite, Canva, or equivalent).
- Familiarity with Detroit's history, communities, cultural landscape, and nonprofit ecosystem.
- Knowledge of informal learning principles, audience development strategies, and accessible programming design.

Education and Experience

- Bachelor's degree in Museum Studies, Public History, Art, Education, Communications, Nonprofit Management, or a related field; or an equivalent combination of education and experience.
- 3-5 years of experience in programming, event planning, or related experience.
- Proficiency in Microsoft Office Suite, Google Workspace, and email marketing tools (e.g., Mailchimp, Constant Contact, or equivalent).
- Experience with or ability to quickly learn event registration, CRM, and project management platforms.
- Experience with grant-funded programming or reporting to funders (preferred).
- Experience managing or coordinating volunteer programs (preferred).

Compensation & Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental, and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day.
- Annual salary range for this position depends on qualifications and experience.
- Paid holidays.
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA.

Please note the **hourly wage** prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

Candidates must have reliable transportation to move regularly between museums/locations as needed, and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the **hourly wage** prior to sending a résumé and cover letter to the Human Resources Department at

humanresource@detroithistorical.org

No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.