



CALIFORNIA
HISTORICAL
SOCIETY since 1871

PROGRAMMING MANAGER

Job Posting 8-27-21

The Position

The California Historical Society (CHS) is seeking dynamic candidates for the position of Programming Manager. Reporting to the Director of Exhibitions and Engagement, the Programming Manager is responsible for recommending, creating, and implementing diverse and inclusive public history programming that advances CHS's mission and vision; adheres to the organization's values and brand identity; and helps CHS reach its strategic goals.

About Us

At the California Historical Society (CHS) we are on a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives. We collect, share, and honor the extraordinarily diverse stories from throughout our state so that Californians may utilize history's lessons to create a brighter tomorrow for everyone.

Founded in 1871, CHS fulfills its mission today by hosting online and in-person programs; mounting changing exhibitions at our headquarters in San Francisco; delivering content via blogs, e-newsletters, online exhibitions, social media, and the CHS Digital Library; providing K-12 teachers with classroom-ready resources; operating a research library; and maintaining a premier collection of original materials documenting the history of California. A new statewide field services program is under development to directly serve local and cultural history organizations throughout the state including those in traditionally underrepresented communities.

Learn more at www.californiahistoricalsociety.org.

Responsibilities:

- Develops and implements programming opportunities that share the stories of California history in-person, online, and throughout the state.
- Practices good adult informal learning principles, follows the research in this field, and focuses on

programming that is both educational and engaging.

- Collaborates with other staff to identify the broad and diverse audiences CHS desires to reach and designs programming to reach these audiences. Places a special emphasis on reaching low and moderate income audiences as well as traditionally underrepresented communities.
- Involves audiences in the identification and design of programming.
- Collaborates with other staff to conduct programming that enhances CHS exhibitions, collections, development, and educational initiatives.
- Develops a wide variety of public programming types such as lectures, author readings, book clubs, music programs, live performances, food events, tours, workshops, discussion groups, community days, and other types of activities.
- Coordinates with staff and external stakeholders—including community members, community leaders, authors, academics, artists, and other subject specialists—to produce programming for targeted audiences, members, and donors.
- Manages program participants; serves as onsite host and occasionally moderates programs.
- Represents CHS in inter-institutional program planning; establishes and fosters a network of partners to expand CHS' programmatic impact throughout the state.
- Utilizes and coordinates with front-of-house and operations staff in the implementation of in-person programs; on occasion and as needed participates in program and audio/visual set up and breakdown. Conducts virtual programs using online and live streaming platforms.
- Collaborates with cross-functional staff to brainstorm program content and format, schedule, set up ticketed event registration in Tessitura, create collateral materials, and promote and market events.
- Establishes and administers standards and procedures for gathering and analyzing audience data to evaluate visitor experience and further CHS's strategic goals.
- Manages program administration, including assisting with participant travel arrangements; updating schedules and calendars; creating, collecting, and maintaining accurate program data; tracking budgets; and drafting reports.
- Assists in the coordination and solicitation of blog posts; occasionally contributes articles and features to the CHS blog, e-newsletter, print newsletter, and year-in-review report.
- Additional responsibilities and duties as required.

Skills, Experience, and Education

Master's Degree in an appropriate discipline and three years of relevant experience

Required:

- Basic knowledge of the history of the United States and California
- Curiosity about current events and culture; desire to expand knowledge continuously
- Experience in producing and coordinating programs and events within stated budgetary limits and programmatic goals
- Ability to envision and engage in the creation of programming relevant to the mission of an organization

- Knowledge of adult informal learning theory and principles and experience in utilizing these principles to design and implement programming
- Familiarity with visitor experience best practices
- Ability to cultivate and sustain positive and productive relationships with ethnically, generationally, and economically diverse stakeholders and program partners
- Fluent in written and spoken English, with excellent written and verbal skills
- Strong interpersonal and organizational skills; able to manage priorities and meet deadlines
- Ability to speak in public settings
- Demonstrated ability to work independently and exercise discretion and sound judgment
- Demonstrated ability to work successfully in a multicultural, team environment of mutual support
- Familiarity with/ability to utilize online meeting and event platforms
- Ability to travel throughout the state on occasion and as needed
- Ability to lift and carry 30 lbs.

Desired:

- Current access to and relationships with a relevant community of historians, authors, groups, and individuals for prospective programmatic partnerships
- Intermediate knowledge of the history of the United States and California
- Familiarity with current museum best practices
- Fluency in one or more non-English language(s) appropriate to the population of California.

Things you should know:

The California Historical Society is committed to the principles of Equal Opportunity Employment and encourages applicants of different backgrounds, cultures, genders, experiences, and abilities to apply. As stewards of California history, we recognize the need for and value of diverse perspectives in both historical interpretation as well as day-to-day collaborative teamwork. Applicants should be passionate about the roles that cultural and historical organizations play in contemporary lives across the state and be willing to roll up their sleeves to put those ideals into action with grace, humility, humor and perseverance.

This is a full-time exempt position with benefits, including paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with on a daily basis. Position is based in San Francisco, and involves some overnight travel, evenings and weekend work.

Salary: \$60k-66k, depending on experience

Interested candidates should submit a cover letter and resume or C.V. to recruiting@calhist.org. Please include your name and the position for which you are applying in the subject line. Resume review will begin immediately and continue until the position is filled.