

PROGRAM MANAGER

POSITION DESCRIPTION

This position is hosted by an independent cultural organization supporting humanities programming in a large city. The host organization seeks a Program Manager with a passion for arts and ideas and the intellectual curiosity required to organize our manifold offerings in the public humanities. This centrally includes the fall festival, taking place across the city from mid-October to mid-November.

As a member of the programming team, the Program Manager will have extensive responsibilities. This includes event curation, the devising of marketing strategies, event logistics, and audience relations—all of them involving extensive teamwork across the host organization's various departments. Specifically, the Program Manager will take the lead on about 15 festival events. This will include: selection of speaker(s); choice of presentation format (lecture, panel, conversation, etc.); collaboration with the production team on venue selection and configuration; collaboration with the marketing team on event advertisement (including the creation of blogs and other digital content); communication with and preparation of the speakers ahead of their program; overseeing travel logistics; collaboration with the marketing team on event postproduction (posting of events on the host organization's website).

The Program Manager will report to the Director of Programming, but will work closely on select projects with the host organization's entire senior leadership, including the Artistic Director (who functions as chief curator and is charged with setting the overarching intellectual agenda for the organization), the Executive Director (who oversees all financial and operational aspects of the organization), as well as the Directors of Development, Marketing, and Production. In the process, the Program Manager will gain experience in all aspects of the host organization's operation.

Specific responsibilities will include:

- working with the program team on the overall content for the fall festival, including research on a wide range of possible programs;

*****This position description from a past competition of the Mellon/ACLS Public Fellows program is intended to serve as an example of one of the diverse roles in which fellows translated their humanities skills into successful work and post fellowship careers. For more information about past placements in this program, see the Recent Awardees page on the ACLS website.*****



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- taking the curatorial and administrative lead on select festival programs, including core planning and communications, live program, web content, and presenter logistics;
- developing ideas for and creating high-quality content across the host organization's platforms, including the organization's websites (blogs, teacher's guides, etc.);
- serving as editor for digital content by guest contributors to the organization's website (commissioning blogs, working with contributors on presentation styles, etc.); and
- contributing to the educational efforts of the organization, including outreach to high school teachers.

QUALIFICATIONS

- PhD in the humanities or interpretive social sciences.
- A passion for public humanities.
- Excellent computer skills and high comfort level with spreadsheets and digital databases.
- Excellent organizational and process management skills.
- Strong written and verbal communication skills.
- The ability to work both independently and on teams.
- High level of motivation and a strong desire to learn and collaborate.
- Positive attitude.

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