



## Senior Programs Manager

Smithsonian Institution  
National Museum of American History  
Office of Audience Engagement

**Do you have a passion for building local communities, love public programming, and throw the best parties? Join a group of dedicated, passionate change makers to develop and implement an exciting array of inclusive and accessible public programs at the National Museum of American History!**

The National Museum of American History (NMAH) is seeking a Senior Programs Manager to lead and evaluate the Museum's live event programs, activities, and initiatives. This position serves as a manager in the department of Programs and Audience Development in the Office of Audience Engagement (OAE). The Office of Audience Engagement uses history to create experiences that encourage meaningful conversation, expand perspectives, and inspire learning, innovation, and active participation in civic life. In this position, the manager seeks to make deeper connections to the Museum's current and future audiences, with a focus on audiences living in the greater Washington, D.C., metro area.

### **The Senior Programs Manager will:**

- Work with the Director of Programs and Audience Development to develop and maintain an array of impactful public programs that meet the Museum's strategic goals.
- Develop and implement public programs that reach and engage new and diverse audiences
- Ensure that all public programs meet best practices and champion educational, civic, diversity, and audience engagement goals.
- Advocate for and implement new and innovative ideas to engage the Museum's diverse audiences as it relates to public programming.
- Establish and maintain collaborative partnerships with local and national organizations to amplify outreach and improve program quality.
- Collaborate with colleagues across the Museum to develop marketing, communications, and promotional strategies for OAE public programs.
- Secure and steward funding for programs in partnership with the Museum's Office of External Affairs.
- Set and manage project schedules, streamline processes, organize and lead meetings, and communicate with staff, partners, and internal and external stakeholders.
- Manage the Assistant Producer of Public Programs, project and program budgets, and other internal resources.

**Qualifications:**

Five or more years of strategic public programs planning and implementation experience is required. Experience with evening programs, festivals, and a wide array of small, medium, and large scale activities is preferred. The successful candidate will have excellent writing and communication skills, creative problem solving skills, organization and time management skills, leadership and management abilities, a positive attitude and sense of humor, and demonstrated knowledge and interest in American history and civic engagement. Experience managing projects with multiple stakeholders and competing priorities, budgeting, and working in a fast paced environment is a must.

Salary: IS-11 – \$68,036 to \$88,450 per year with promotion potential, plus an excellent benefits package

To apply, please submit a resume and cover letter by email with the subject “Senior Programs Manager” to [NMAHApplications@si.edu](mailto:NMAHApplications@si.edu). Applications will be accepted until Friday, August 10, 2018, at midnight.

The Smithsonian is an Affirmative Action/Equal Opportunity Employer. Women, minorities, people with disabilities, and candidates of all backgrounds are encouraged to apply.