



## Position Description

### Program Manager (part-time)

December 2018

#### About Us

Here at the Cambridge Historical Society, we're proud of our humanities-focused approach to tackling contemporary issues through conversation and perspective-taking. We don't do history for history's sake. It isn't enough to present history as events that happened. We dig deeper, and answer "so what?" and "who cares?" to make Cambridge a better city.

#### Position Description

The Society seeks a part-time professional to conceptualize, design, and execute the Society's annual public programming including our signature annual events: Opening Conversation, History Café series, walking tours, and Fall Symposium.

#### Duties

- Identify speakers, presenters, and venues for Society programs;
- Track income and expenses for individual programs and work within a budget;
- Collaborate closely with the Society's Programs Committee by attending bi-monthly meetings and writing minutes;
- Cultivate relationships with collaborating institutions and identifying new partners in the local and/or Cambridge community, with a goal of reaching audiences underrepresented in our membership.

#### Qualifications

- Two or more years of experience working in public programming; supervisory experience preferred;
- An understanding and appreciation of public history;
- Experience working in a team setting as well as independently; strong organizational and communication skills required;
- Ability to carry program materials to and from events; and move within tight spaces of an historic building.

#### Hours + Compensation

- Position is part-time at 20 hours a week; Compensation is \$23/hour
- Hours are flexible, as occasional night and weekend work is required;
- Work will take place onsite at the Hooper-Lee-Nichols House, a non-accessible historic building, and at institutions across Cambridge.

We welcome applications from individuals of all backgrounds and experiences. If interested in joining a small team dedicated to making the past relevant to the present, please submit your resume and letter of interest to Marieke Van Damme, Executive Director, at [mvandamme@cambridgehistory.org](mailto:mvandamme@cambridgehistory.org) by December 31.