



Associate Director of Public Events

Job Description

The Associate Director of Public Events is a 50% FTE year around position with some seasonal shifts (heavier workload from May to October when the museum is open to the public). This position has the potential to increase in 2023 to 90 or 100% FTE year round, depending on the success of the candidate in 2022.

The Associate Director of Public Events will report to the Executive Director. The Associate Director of Public Events is responsible for all aspects of the museum public events production.

The Associate Director of Public Events will manage events and associated activities that provide public engagement with the museum and the historic village. The person in this role will work closely with the Assistant Director and education staff.

Primary responsibilities:

- Build an annual plan and public program calendar with the help of the Planning Committee
- Work with education staff to integrate educational programs into the season calendar
- Work closely with the Assistant Director to promote and advertise each event in accordance with the Assistant Director's advertising timeline
- Build a team of volunteers sufficient to fit the needs of the museum in collaboration with the Office Administrator
- Manage the Events Crew listserv and make sure there is adequate staffing to set up and take down temporary infrastructure for events and programs
- Maintain the events revenue and expense budgets and report as needed to the Executive Director
- Plan, execute and lead each event of the season
- Work with education staff to plan and execute adult enrichment workshops and speakers' series
- Coordinate other staff help with major events
- Help other staff members with projects that require all hands

Diversity, Equity & Inclusion

- Work with the staff and board to celebrate the history of diversity in local history (especially African American Alexander Lucius Twilight) and help to facilitate community opportunities and conversations around race, equity, inclusion and identity
- Identify additional partnerships, collaborations and resources that will further the museum's work in the areas of diversity, equity and inclusion
- Write and manage grants that support the museum's public events
- Manage invoicing, fee collections and expenses for museum events

Online and Virtual Access

Work closely with Director, Assistant Director and other staff on new initiatives to create online and virtual events, especially during the off season and other extenuating circumstances (i.e., the Covid19 pandemic)

The Old Stone House Museum & Historic Village Diversity, Equity and Inclusion Statement

The Old Stone House Museum & Historic Village aspires to be the space for open dialog around the interconnected issues of inequality in our shared society.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.*

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Old Stone House Museum & Historic Village is an equal opportunity employer. We invite candidates of all backgrounds and lived experiences, and we continuously strive to create an environment where all belong.