



JOB DESCRIPTION

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| <i>Job Title:</i> | <i>Public Programs & Events Manager</i> |
| <i>Organization:</i> | <i>Marshall Steam Museum (Friends of Auburn Heights)</i> |
| <i>Reports to:</i> | <i>Susan Randolph, Executive Director</i> |
| <i>Location:</i> | <i>3000 Creek Road, Yorklyn DE 19736</i> |
| <i>Time commitment:</i> | <i>Full-time in-person (40 hours/week), exempt benefits-eligible position, with schedule based on position responsibilities and assignments (periodic weekends & evenings required)</i> |
| <i>Salary:</i> | <i>\$50,000–54,000/year</i> |
| <i>Application:</i> | <i>Please submit a resume and cover letter to jobs@AuburnHeights.org with the subject line “Public Programs & Event Manager”; applications close April 18</i> |

The Marshall Steam Museum seeks a dynamic individual to assume a multi-faceted position with a primary focus on developing, marketing, delivering and evaluating exciting and meaningful educational experiences for all ages, with an emphasis on our youngest audiences (pre-K through grade 5).

ABOUT THE MUSEUM & ORGANIZATION

The Friends of Auburn Heights, Inc. is a 501c3 nonprofit organization established in 2004 and dedicated to sparking discovery and creating lifelong memories. The Friends own and maintain the Marshall family’s extraordinary collection of antique automobiles along with the Auburn Valley Railroad and operate the Marshall Steam Museum (in partnership with Delaware State Parks). The mission of the Friends of Auburn Heights is to connect generations to foster excitement for Auburn Valley State Park, steam-era technology, and American life at the dawn of the automotive age.

POSITION SUMMARY

The Public Programs & Events Manager directs the development, refinement and delivery of a wide range of programming efforts, taking the lead role in the museum’s interpretive strategy and marketing efforts. Responsible for children’s on-site and outreach programs as well as an established lineup of public events, this position takes the lead in creating new engagement opportunities that expand the visitor experience and reach new audiences, working closely and collaboratively with the Executive Director and with museum volunteers.

PRIMARY RESPONSIBILITIES

Program Development and Delivery

- Create and implement educational programs (including outreach and on-site) that align with the organization’s mission
- Research and evaluate community needs to develop relevant programming

Event Planning and Management:

- Organize and oversee programs & events (on-site and in the community)

Exhibitions:

- Oversee exhibit planning and implementation, to include outsourcing design and construction, as needed
- Update museum displays to reach new audiences and encourage repeat visitation
- Seek exhibit partnerships for loaned objects

Program Budget Management:

- Develop and submit to the Executive Director programs & exhibits budgets as well as monitor and manage those budgets
- Seek funding opportunities for educational programs, including grants

- and sponsorships
- Collaboration and Partnerships:**
 - Build relationships with community organizations, key stakeholders and other museums and museum associations
 - Collaborate with Auburn Valley State Park staff and with volunteers to enhance programs and events
- Marketing and Promotion:**
 - Create marketing strategies to promote exhibits, programs, and events
 - Manage social media (currently Facebook and Instagram) & select e-newsletters to reach target audiences
 - Create & implement print & digital advertising plan, including ad development/design oversight
- Evaluation and Reporting:**
 - Assess the effectiveness of programs and events
 - Prepare reports on program outcomes and impact
- Staff and Volunteer Management:**
 - Recruit, train, and supervise staff and volunteers involved in programming and events
 - Foster a collaborative and inclusive work environment
- Compliance and Best Practices:**
 - Ensure all programs and events comply with relevant laws and regulations
 - Stay informed about best practices in the not-for-profit sector

This role includes other duties, as assigned, including assistance with fundraising activities, volunteer management and collections care efforts.

MINIMUM QUALIFICATIONS

- Bachelor's degree, with advanced degree in History, Museum Studies, Museum Education, or related studies strongly preferred.
- Minimum 4 years of museum experience involving public interaction and education, including developing interpretive programs and instructional materials; supervisory experience a plus.
- Proven experience in supervisory and project management roles and strong planning, organizational and problem-solving skills as well as attention to detail.

SKILLS & ABILITIES

- Willingness to work on a flexible schedule and to travel throughout the local area (no overnight travel required) and to provide support for on-site events.
- Proficiency with Microsoft products and ability to use web-based applications; Photoshop or Canva experience a plus.
- Enthusiastic about Delaware history and about helping museumgoers make connections with objects and ideas from the early automotive age.
- Superior public speaking, teaching and written communication skills.
- Experience and affinity with working with young children (especially pre-K to grade 5).
- Highly motivated and able to work both independently and collaboratively.
- The ideal candidate will possess patience, persistence, flexibility, and a good sense of humor.

ROLE REQUIREMENTS

- Work requires a variety of physical activities, including walking, climbing stairs, bending, and lifting up to 40 pounds (outreach supplies and event set-up!).
- Must have own transportation and current valid driver's license, especially for outreach programs and other off-site initiatives; a background check will also be required.

BENEFITS

Including but not limited to major medical insurance (with option to buy into vision and dental plans), generous paid time off, including 11 holidays, vacation, personal, and sick time; Simple IRA with employer match for eligible employees.

The Friends of Auburn Heights is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, veteran status or status in any other group protected by Federal, State or local law.