

Public Programs Manager

Salary: \$38,000 to \$41,000, Full Time

The Kona Historical Society is seeking a Public Programs Manager to help us serve educational, cultural and historical programs to Kona's community and visitors. This small, community-based nonprofit museum is looking for a passionate individual with lots of enthusiasm for Kona's history and unique sense of place.

The Public Programs Manager oversees daily operations of Kona Historical Society's programs which include the Kona Coffee Living History Farm, the public programs of the HN Greenwell Store Museum coordinated to accompany the H.N. Greenwell Store Exhibit, Portuguese Stone Oven Baking, and other regularly-scheduled, on-site public programs. Reporting directly to the Programs Director, the Public Programs Manager will craft and execute short-term and long-term programs that capitalize on the rich cultural and historical resources of the Kona Historical Society. The position will collaborate with other staff to ensure that public programs align with the museum's goals and are well-integrated across content areas. Areas of responsibility include program development, community outreach, rentals management, and event logistics. Public speaking and strong writing skills are essential to the position. This position will require working several evening and weekend hours. The Public Programs Manager supervises 12-15 museum program staff whose responsibilities include interpretation, visitor services, retail, and/or grounds-keeping. The manager also works with the Leadership Team and other members of the Program Staff to train and supervise volunteers performing tasks that support KHS interpretive programs.

The Public Programs Manager should enjoy providing excellent programs to Kona Historical Society patrons, and partnering with fellow staff and volunteers. Dedication to historical research, cultural context and communicating Kona's unique sense of place is a critical requirement of this position. The ability to execute planned programs and collaborate with staff, volunteers and community stakeholders are a must. The candidate should have the ability to prioritize and organize multiple activities accurately and with attention to detail, working effectively under pressure to meet deadlines.

General responsibilities are as follows:

- Plan, set priorities, schedule departmental work, and prepare annual work plans to reflect museum priorities.
- Prepare and monitor annual program budgets in collaboration with the Programs Director.
- Prepare and write quarterly and annual reports to be reviewed by the Programs Director, Executive Director, and in some instances, the Board of Directors.
- Manage, motivate, and organize continuing training for Program Staff according to Kona Historical Society's established policies and procedures.
- Work in coordination with Program Staff to ensure volunteers are recruited, trained and scheduled for various programs and their needs.

- Work in coordination with Program Staff to ensure all needs for programs are met, including the maintenance of supplies, printed materials, and other operational needs.
- Work in coordination with Executive Director and Development Director to create interpretive/marketing collateral for visitors.
- Plan, schedule, and chair project/team meetings as needed
- Build relationships with school communities to facilitate field trips and other similar educational programs in collaboration with the Programs Coordinator and Programs Assistant.
- Evaluate public programs.
- Oversee the routine maintenance and repair of the historic landscape and structures
- Advanced and non-routine historic preservation projects are overseen in coordination with the Program Director
- Oversee the care of heritage animals used in interpretive programs
- Address concerns from visitors, volunteers, staff and other members of the Leadership Team.
- Other duties as assigned.

Exempt, salaried, full time hours, 40 hours a week. Healthcare, vacation and benefits package. Opportunities for advancement and professional development are available.

To apply, please send a resume and cover letter to khs@konahistorical.org with "Public Programs Manager" in the subject line.