Bucks County Historical Society Immediate Opening:
Full-Time Manager of Community Programs

Organizational Background

Located in Doylestown, in the heart of Bucks County, PA, the Mercer Museum & Fonthill Castle, operated by the Bucks County Historical Society (BCHS), are two historic concrete castles that celebrate the life and legacy of Henry Chapman Mercer (1856-1930), American archaeologist, anthropologist, ceramicist and scholar.

The Mercer Museum, one of Bucks County’s premier cultural attractions and a Smithsonian affiliate, features both local and national seasonal exhibits as well as a collection of over 50,000 pre-Industrial tools. This permanent collection offers visitors a unique window into pre-Industrial America and is one of the world’s most comprehensive portraits of American material culture.

Fonthill Castle was home to Henry Chapman Mercer and served as a showplace for his collection of tiles and prints. Fonthill Castle features Mercer’s renowned, handcrafted ceramic tiles designed at the height of the Arts and Crafts movement.

It is the mission of the Bucks County Historical Society to educate and engage its many audiences in appreciating the past and to help people find stories and meanings relevant to their lives—both today and in the future.

Description

The Bucks County Historical Society (BCHS) is seeking an energetic, positive, detail-oriented team player who enjoys community service and museum program planning to join its team as a full-time Manager of Community Programs.

Every year, BCHS presents a dynamic roster of in-person and virtual community programs such as special lectures, concerts, films, and family experiences at both the Mercer Museum and Fonthill Castle in Doylestown, PA.

The Manager of Community Programs is responsible for the successful management of this fast-paced, year-long program schedule, and collaborates with colleagues in the Department of Community Services & Marketing, as well as the greater institution, to bring these programs to the public and contribute to advancing the mission and strategic plan goals and help increase awareness, attendance, membership, and philanthropic support.
Overview of Duties

The Manager of Community Programs is responsible for researching, developing, executing, and/or evaluating a successful roster of new and legacy community-centric, programming opportunities for a variety of audiences, including adults, families and intergenerational museum guests. These programs offer meaningful and welcoming experiences to attendees and will be inspired by the organization’s mission, historic properties, collections and exhibitions.

In addition, the Manager of Community Programs will work closely with other museum colleagues and assist with daily departmental operations as needed.

This full-time exempt position is in the Department of Community Services & Marketing.

Key areas of responsibility include:

- Plan, execute, supervise a robust year-round schedule of community programs at both Mercer Museum and Fonthill Castle historic sites:
  - Oversee all program elements (including schedule, content, logistics)
  - Manage day-of program staff and volunteers
  - Monitor programming budget (expenses, receipts, sales)
  - Ensure positive guest experience
- Work with internal colleagues, as well as external community partners and local organizations, to co-plan local and regional programs and cultivate community support
- Seek out and negotiate guest speakers and collaborations, and negotiate agreements
- Research, design, and deliver educational, mission-driven community outreach programs presented to local libraries, historical societies, senior homes, and other community organizations
- Set up programs for ticket sales in the museum’s Altru database and analyze program sales and attendance numbers
- Explore methods of evaluation to assess program success and identify changes as needed
- Work closely with marketing department to review promotional language and marketing assets for programs and community engagement
- Participate in Mercer Museum & Fonthill Castle’s summer internship program and oversee community program interns
- Assist Education department colleagues for the Bucks and Montgomery Counties’ Regional National History Day contest as needed
- Maintain current knowledge of best practices in museum programming and greater museum field
- Other mission-related duties as assigned
Desired Qualifications

- Positive, enthusiastic self-starter with top-notch attention to detail, planning and organizational skills
- Proven ability to manage multiple projects and deadlines, and steward programs from creation to completion
- Proven ability to balance individual program details while maintaining a larger, strategic vision
- Demonstrated success in working with a wide array of diverse audiences and/or community organizations and stakeholders
- Genuine appreciation for working with the greater public
- Interest in learning and delivering legacy community programs and historical content, both in-person and online
- Independent problem-solver who is equally comfortable asking for guidance or taking direction when needed
- Ability to work select evenings or weekends based on programming schedules
- Ability to confidently serve as a community ambassador for BCHS.
- Flexibility, kindness, sense of humor and willingness to learn
- Proficiency in Microsoft Office Suite, Google Suite and other administrative platforms. Previous experience with Altru database is a plus.
- Interest in learning new technology, media and/or A/V skills as needed

Education or Experience

- Bachelor’s degree or equivalent work experience in related field
- Minimum of 2-3 years related experience in museum program development, event planning, public history, customer service and/or education

All interested candidates should send a cover letter, résumé, and three references as a single PDF to careers@mercermuseum.org, ATTN: Manager of Community Programs.

Salary range is $46-$48K and commensurate with experience.

The Bucks County Historical Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.