JOB POSTING

Director of Public Programs

About the Senator John Heinz History Center

From the pre-revolutionary drama of the French & Indian War to the legendary match-ups of the Super Steelers, discover 250 years of Pittsburgh history at the Senator John Heinz History Center. An affiliate of the Smithsonian Institution, the History Center is the largest history museum in Pennsylvania with six floors of long-term and changing exhibition space. The History Center’s museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; and Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County. The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of every age.

Job Posting

The Heinz History Center, a 14-year affiliate of the Smithsonian Institution and the largest history museum in the Commonwealth of Pennsylvania is currently seeking a Director of Public Programs.

The Director of Public Programs is responsible for planning, developing, implementing, staffing, and evaluating innovative and creative programming for Heinz History Center audiences, both on-site and virtual, through the History Center’s slate of annual marquee programs such as Hometown-Homegrown, Vintage Pittsburgh, NFL PLAY 60, and the Books in the ‘Burgh series. In addition, the Director of Public Programs develops and fosters relationships with local external groups to create and host programming in partnership.; The History Center’s public programs will serve diverse audiences by providing multiple avenues of access to the museum: on-site in-person interaction; traditional broadcast media; and new media, including webcasts, podcasts, social media, and mobile devices to expand the museum’s reach. Public programs will tie in to current exhibits as well as long-term strategic initiatives, and capitalize on the History Center’s status as a Smithsonian Affiliate. The Director of Public Programs will ensure that the History Center’s public programs fulfill the institution’s mission of engaging and inspiring large and diverse audiences by preserving regional history and presenting the American experience with a Western Pennsylvania connection, will ensure that the museum is “The Place for History” in Western Pennsylvania.
To achieve this, the successful candidate must possess exceptional oral and written communication skills and have the ability to interact professionally and effectively with various teams of people. The Director of Public Programs will have the ability to forge partnerships with external groups to draw content, talent and audiences. The Director of Public Programs is expected to consider revenue generation and long-term investment in developing programs, while being thoughtful and strategic about program selection. The Director of Public Programs also assists in the execution of public programs initiated by other departments as needed.

The Director of Public Programs is a full-time Department Head position reporting to the Vice President, Engagement and Enterprise.

**Requirements**

Bachelor’s degree in marketing, event planning, communications, education, or related field

Two to four years of experience developing and presenting public programs or events for diverse audiences and a history of community involvement and engagement required. Experiential marketing experience a plus. Knowledge of virtual media, including social networks, mobile devices, and online communication required, along with a strong knowledge of Microsoft Office and related programs. Position requires excellent oral and written communications skills, the ability to work as both a team leader and member, the ability to manage multiple projects at the same time with great attention to detail; creativity, levelheadedness, and the ability to problem-solve under pressure. Must be available and willing to work evenings and weekends as needed.

**Application Process**

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.* Qualified applicants should submit a cover letter including salary requirements and how you learned of this vacancy and a resume to:

Renee Falbo  
Director of Human Resources  
Senator John Heinz History Center  
1212 Smallman Street  
Pittsburgh, PA 15222  
hr@heinzhistorycenter.org