



Manager, Public and Education Programs

The Connecticut River Museum seeks a Manager for Public and Education Programs, who will develop our public programming season, designing, implementing, and evaluating mission-aligned programs for diverse public audiences and supporting the Assistant Director of Education to development and implement education programs for all ages. The Manager oversees student field trip visits on and off-site, classes, camps, and youth groups.

This role requires a nimble, entrepreneurial, and proactive individual who can design cohesive, dynamic programs, and coordinate programming that inspires visitors to connect with the Connecticut River and to become better stewards of this national treasure. The Manager is responsible designing a well-rounded calendar of events, outreach to speakers and performers, building and engaging diverse audiences, and ensuring that programs are implemented successfully.

In addition, the Manager will help execute special programs and a robust event schedule related to the celebration of the Museum's 50th Anniversary in 2023-4. The Manager will also take on additional projects that help support the Museum's current five-year strategic plan.

The Museum provides competitive compensation and benefits for all eligible employees. This is a full-time, exempt position. This position reports to the Assistant Director of Education

To apply, please email your resume and cover letter to jobs@ctrivermuseum.org. Please include your last name and the title of the job in the subject line. Applications will be accepted until the position is filled.

Key Responsibilities:

Public Program Design & Leadership

- Researches, develops and implements key public programs, ranging from lecture series to concerts to educational series, that align with the Museum's mission.
- Stewards all aspects of these events, including calendar design, outreach to speakers and performers, liaising with the public, executing events, and evaluating program success.
- Identify potential panelists and moderators, issue and track invitations, and serve as a primary point of contact for all confirmed speakers before, during and after the event; introduce speakers and events as necessary, and serve as a point person for audience and speakers during events. Ensure that hybrid and virtual events are properly recorded.
- Coordinate with the marketing department to expand outreach and success of programming; collate and develop collateral and other materials for promoting events; assist in targeting specific potential audiences.

- Coordinate with other Museum departments, including curatorial, visitor experience, and development, to ensure that public programming is well integrated into all aspects of the Museum's operations, for example, by leveraging exhibitions and installations into dynamic public events.
- Ensure flawless delivery of public programs from an operational and logistical perspective, including set-up of program space and day-of running of all actual events.
- Support other staff members and departments in additional programming and events.
- Imagine and implement new types of programming designed to engage new audiences.
- Provide leadership for public programs related to CRM's 50th Anniversary celebration.

Program Management & Development

- Build networks, identify long-term partners, and steward ongoing partnerships for sustainable programming.
- Maintain and track budgets.
- Maintain accurate event listings and ticketing systems.
- Design, conduct, and analyze post-event surveys to identify opportunities for improvement.
- Maintain and analyze data on attendance and create reports as necessary.
- Assist with proposal design and grant writing, as needed.

Support Museum Curriculum Development

- Assist in research, design & testing of museum education programs.
- Collaborate with the curatorial staff to ensure that programs are consistent with and illuminate exhibitions and collection themes.
- Work to develop strategies to reach new audiences, assist with grant writing, and develop educational components of exhibits.

Support Museum Curriculum Implementation

- Implement museum programs & oversee student field trips on and off-site (including prep and breakdown).

Other

- Share in the day-to-day operations of the organization, collaborating across departments and providing support as necessary for special projects.

Education, Experience and Skills

- Bachelor's Degree and relevant work experience in public programs, event planning, arts programming, or education.
- Excellent organizational skills; must be highly detail oriented and comfortable working on multiple projects year-round while prioritizing and meeting deadlines.
- Proven ability to work successfully in a team, with a supervisor, senior staff, members, visitors, speakers, performers, and donors while maintaining an entrepreneurial spirit.

- Strong interpersonal skills and commitment to a high level of service with a desire to “get the job done.”
- Excellent planning skills and experience, including ability to conceive and manage programs of different scales.
- Work for events on occasional weekends and evenings is required.

Opportunities Going Forward

CRM recently completed a very thorough strategic planning process resulting in a comprehensive strategic plan, *Setting Our Course to 50 and Beyond*. This strategic plan along with CRM's complete statement of values are available at ctrivermuseum.org. Fundraising will play a critical role in CRM's future success.

About the Connecticut River Museum

[The Connecticut River Museum](#) (CRM) is a cultural gem dedicated to exploring and celebrating the dynamic relationship between one of America's great rivers and the inhabitants along and around its shores. CRM focuses on the role of the Connecticut River, New England's largest, in the social, commercial, and environmental evolution of its region, from the time of Indigenous Peoples through colonization and industrialization, to the present. By deepening the public's appreciation of the River's importance, CRM seeks to inspire future generations to embrace stewardship of this national treasure, one of only 14 rivers in the country designated by the U.S. government as a National Heritage River. Some 25,000 people from all fifty states and numerous foreign countries visit the Museum each year, including more than 2,500 school-aged children.

This AAM-accredited Museum was founded in 1974 and is now approaching its 50th anniversary. CRM occupies a spectacular waterfront campus and is housed in four historic buildings. CRM's core offerings include:

- a robust array of educational and public programs for youth and adults;
- educational and recreational experiences onboard three vessels that operate from its docks;
- the *Onrust*, a re-creation of the ship commanded by the Dutch explorer Adriaen Block on his voyage up the River in 1614;
- the *RiverQuest*, an eco-tour cruiser accommodating 60 passengers; and a 6 passenger aluminum landing craft often used for small education excursions and experiments;
- an extensive collection of marine objects, tools, art, and artifacts (including the famous and highly popular “Turtle,” an operational model of America's first submarine);
- permanent and special rotating exhibits exploring diverse aspects of the River's story;
- a distinguished research archive comprising rare books, journals, and manuscripts; and,
- a waterfront campus that serves as the venue for community gatherings and public events, including a summer concert series and lecture series.

The Museum is located six miles upriver from Long Island Sound in the picturesque village of Essex, Connecticut. Essex lies squarely within the tidelands area of the Connecticut River that the Nature Conservancy has named one of the Western Hemisphere's "40 Last Great Places". The

village is widely acclaimed for its charming architecture, civic spirit, the natural beauty of its surroundings, cultural amenities, and excellent school system — indeed for its overall quality of life. It is equidistant from New York and Boston and easily accessible to both by rail and car. Major nearby educational institutions, including Yale, Wesleyan, the University of Connecticut, Trinity, and Connecticut College. The abundance of other nearby educational, cultural, and environmental institutions presents rich opportunities for cross collaboration, which the Museum eagerly pursues.

Equal Opportunity Employer

The Connecticut River Museum 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.