

## **Adult Programs Director – Troy Historic Village**

40 hours/week, M-F 9am-5pm; some weekends, some evenings

Full-Time Staff Position \$22/hour

The Troy Historic Village is a collection of 11 historic buildings and associated artifacts used to engage the community in hands-on history. In a typical year nearly 30,000 visitors come to the Village for traditional school field trips, history talks and programs, specialty tours, blacksmithing classes, community events, and private rentals. The Village is owned by the City of Troy and operated by the Troy Historical Society.

The Troy Historic Village is seeking a full-time Adult Programs Director. This individual will oversee museum programs for adults and seniors, coordinate the overall programming calendar, and lead efforts to market these and other Village programs. The Adult Programs Director reports directly to the Executive Director. Village hours are Monday-Friday 10am-3pm though special events and programs may require some evening or weekend hours. Our team atmosphere is supportive of family needs. Benefits include paid time off.

### ESSENTIAL JOB FUNCTIONS (may include but not be limited to):

- Contact and schedule outside presenters to lead workshops, classes, and lectures
- Research, write, and present history talks and tours for groups of adults and seniors
- Write, edit, and update content for website, social media, quarterly newsletters, and community calendars

### SECONDARY JOB FUNCTIONS:

- Work with curatorial staff to develop and install seasonal exhibits
- Identify possible sources of funding for programs and apply for grants
- Coordinate and communicate with community partners including City of Troy, Troy Recreation, and Stage Nature Center

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Master's Degree in History, Museum Studies, Anthropology, Education, or a related field
- At least 5 years of experience working in a museum, non-profit, or similar organization
- Experience managing social media accounts and websites (familiarity with Wagtail or WordPress is a plus)
- Grant-writing experience is a plus

### DESIRED TRAINING AND EXPERIENCE:

- Outstanding verbal and written communication skills
- Effective public speaking, presentation, and tour guide skills
- Ability to conduct historical research and write clearly and concisely
- Works well with adults, especially seniors

### TO APPLY:

Applications are available at [www.troyhistoricvillage.org](http://www.troyhistoricvillage.org). Submit a completed application, resume, and cover letter to Troy Historic Village, 60 W. Wattles Rd. Troy MI 48098, Attn: Jen Peters or email to [jpeters@thvmail.org](mailto:jpeters@thvmail.org). Applicants will need to pass a standard school background check (after the completion of an interview).

*The Troy Historical Society is an equal opportunity employer.*