

History Programs Coordinator

The Colorado **Humanities History Programs Coordinator** is a full-time position (40 hours per week). The Coordinator plans and executes Museum on Main Street, Young Chautauqua, Black History Live, History Speakers Bureau, and other history-based programs. The Coordinator represents Colorado Humanities in the planning and execution of community-based partnership programs including High Plains Chautauqua, Colorado West Chautauqua, and History Live Durango.

The Coordinator facilitates (often volunteer) advisory groups to co-design plans for programs, cultivates partnerships, contributes to outreach strategies to engage participants, produces and implements program plans, and designs and gathers measurements to evaluate programs.

Work is done under the supervision of the Colorado Humanities Director of Programs & Center for the Book and in consultation with other individuals as designated.

The History Programs Coordinator:

1. Coordinates planning and execution of Museum on Main Street, Young Chautauqua, Black History Live, History Speakers Bureau, and other history-based programs
2. Co-coordinates or represents CH as appropriate in planning and execution of community-based partnership programs including High Plains Chautauqua, Colorado West Chautauqua, and History Live Durango
3. Works with board, volunteer, partner, and community advisory groups to create plans, determine subtopics, presenters, and schedules
4. Collaborates with technical producers, administrative, and other staff
5. Collaborates with leadership and other staff on evaluation strategies and instruments
6. Supports fundraising and reporting by development staff and volunteers
7. Collaborates with marketing staff, including preparation of print materials, website updating, newsletters, social media posts, and coordination of media efforts with partners, advisors, board, and staff
8. Performs other duties as assigned.

Successful candidates are very organized, clear communicators with spreadsheet, word processing, social media, WordPress, Zoom, and marketing skills, as well as program development and event production experience. Bachelor's degree required and graduate degree preferred. Interested candidates should submit a letter of interest, resume, and example of an event or program they produced to HR@coloradohumanities.org.

Salary range is \$44,000-\$48,000. Paid holidays and leave time. Health and retirement benefits. Flexible scheduling including remote work is available.

Colorado Humanities has provided a compensation range that represents its good faith estimate of the pay for the position at the time of posting. Colorado Humanities may ultimately pay more or less than the posted compensation range. The salary offered to the selected candidate will be determined based on factors such as the qualifications of the selected candidate and budget availability.

Colorado Humanities is an equal opportunity employer and complies with all Federal and Colorado laws regarding non-discrimination. No calls please. Applications accepted until June 30, 2022.

5/27/22