

**Massachusetts Historical Society  
Director of Engagement**

The Massachusetts Historical Society, America's first historical society, seeks a motivated and creative individual with public programming and donor/member engagement experience to develop and implement a stimulating and audience-building roster of programs and events that respond to the moment, spotlight thought leaders, and amplify the Society's mission. Reporting to the Vice President for Programs & External Affairs (VP PEA) and working closely with the PEA team, the Director of Engagement (DE) will conceptualize and produce a broad range of dynamic and relevant on-site, virtual, and hybrid programs to increase the visibility of the MHS, reach new constituencies, and retain current Members, donors, and key stakeholders.

The successful DE is a curious, strategic, and multi-tasking professional interested in helping to grow capacity in an evolving and growing cultural institution. The ideal candidate will have great enthusiasm for American history and its presentation to a wide and diverse public. Excellent oral and written communication skills, as well as a high level of creativity and entrepreneurial zeal are essential. The DE's role will contribute to increasing the visibility of the MHS and bringing awareness of its collections and scholarship to the intellectually curious, potential donors, cultural and historic institutions, corporate funders, and corporate and academic partners.

The DE will supervise a coordinator and occasional interns. This is a role with significant cross-departmental relationships, and the DE must be a skilled collaborator and project manager.

**SCHEDULE AND WORKING CONDITIONS:**

The DE primarily works on site at the MHS (1154 Boylston Street, Boston). Fully remote work or primarily hybrid/work-from-home is not available. While the regular salaried work week of the MHS is 35 hours, Monday-Friday, between 8AM and 5PM, the DE will be expected to work evening, weekends, and holidays both on site and at off-site events. At times, these additional hours may be more significant.

Some regular travel in Greater Boston/Massachusetts is required, with occasional travel throughout New England to support conferences, events, meetings, and programs that further the Society's mission. On occasion, national travel may be required to represent the MHS or to further professional development.

**KEY ROLES:**

Working collaboratively as part of the Programs and External Affairs team, this position will:

- Research, develop, and implement a diverse roster of small and large public and private engagement events that are widely appealing and intellectually strong.
- Make connections between historical themes and current events and help promote a broader understanding of the importance of history.
- Establish and maintain working relationships with other cultural and educational organizations as well as publishers, opinion makers, and popular speakers.
- Cultivate and maintain relationships with publicists, speakers' bureaus, and individual talent to secure high-profile guests and enhance program visibility.
- Identify opportunities for and cultivate new partnerships throughout the community.
- Develop and implement evaluation tools.
- Oversee logistical and tactical operations needed to develop and execute high-quality events for MHS's donors, supporters, and key stakeholders
- Oversee organization-wide systems and processes to operationalize event planning
- Serve as main point of contact for scheduling and organizing group tours.

## REQUIREMENTS

- Bachelor's degree from an accredited University/College preferred.
- Minimum of 7-10 years' experience in a relevant professional position, non-profit experience strongly preferred
- Proven experience producing public programs and events at cultural or educational institutions.
- As a person you are:
  - A collaborative, detail-oriented team player.
  - A passionate and high-energy relationship builder.
  - A highly organized and self-motivated professional.
  - A creative and strategic thinker.
  - Skilled at pitching creative concepts and curating content that resonates with broad audiences.
- Demonstrated knowledge of and enthusiasm for American history and cultural programming. An appreciation for the Society's mission is essential.
- Exceptional interpersonal and problem-solving skills; comfort in engaging with high-profile speakers, scholars, and public figures.
- Proven ability to manage complex projects, budgets, and timelines.
- Fluency with Microsoft Office, Google Suite, Zoom, and project management tools.

### **Compensation and Benefits:**

Salary range is \$95,000-120,000/year. The MHS offers benefits-eligible employees competitive health and vision benefits to its employees, as well as 100% employer funded dental, life, short- and long-term disability insurance. A 403(b) retirement plan with Roth IRA options and a Safe Harbor employer contribution is available. The MHS offers unlimited sick time, 13 paid holidays per year, and generous vacation and personal time off.

### **Equal Opportunity Statement:**

The MHS is an equal opportunity employer, and welcomes applicants of all backgrounds, races, religions, ethnicities, genders, sexes, sexualities, abilities, and any other protected class under federal or Massachusetts law. Candidates in need of accommodation during the application process may contact our Director of Human Resources, Erika Barrie, at [erikabarrie@masshist.org](mailto:erikabarrie@masshist.org) or 617-646-0581, for further assistance.

### **How to apply and hiring requirements:**

Interested applicants should send their resume and a cover letter to the VP PEA, Carol Knauff, via a single PDF, to [EngagementSearch@masshist.org](mailto:EngagementSearch@masshist.org). A full copy of the job description is available upon request to [erikabarrie@masshist.org](mailto:erikabarrie@masshist.org).

Applicants who proceed to the final stages will be asked to provide three recent professional references, and the finalist(s) will be asked to complete a background check, including education and CORI/SORI verification. At the time of hire, all MHS employees must be resident in New England as a condition of employment.