

**Massachusetts Historical Society**  
**Director of Engagement**

Since its founding in 1791, the Massachusetts Historical Society (MHS), America's first historical society, has collected and shared documents, artifacts, and ephemera that help tell the story of Massachusetts and America. As an organization that seeks to preserve and present history and make it accessible to all, the MHS is committed to increasing the public's awareness of its resources and reach new audiences. To that end, the Society is looking for a motivated and creative individual with prior experience in adult public programming to develop and implement a stimulating 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, co-sponsored, and hybrid programs to increase the visibility of the MHS, reach new audiences, and further engage current Members, donors, and key stakeholders.

The DE will have ideally led the programming function of a cultural organization or higher education institution and will have worked across the entire process, from research and network-building to implementation and post-program debriefing and analysis. The DE will have experience working with internal subject matter experts to understand and further their contacts, and will be able to identify programming opportunities for more scholarly audiences as well as for intellectually curious adults. While not required to have development and fundraising experience, the DE should have prior experience working with development teams. They will maintain a strategic awareness of opportunities to cultivate and enhance relationships with key stakeholders, donors, and current Members.

The successful DE is a curious, strategic, and multi-tasking professional interested in helping to grow capacity in an evolving cultural institution. The DE's role will contribute to increasing the visibility of the MHS and bring awareness of its collection and scholarship to the general public, potential donors, cultural and historic institutions, corporate funders, and academic partners. The ideal candidate need not have previously worked in a historical institution, but they should have great enthusiasm for American history and its presentation to a wide and diverse public. They will have a life-long learning orientation and be engaged in learning about the collection in order to create a broad array of programs, including those featuring lesser-known and/or more contemporary topics.

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 as needed to execute the Society's programming. 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 RESPONSIBILITIES:**

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.

- Conceptualize and produce an array of programs that capitalize upon current and historical events, while developing themes to engage audiences and create interest in returning to the MHS for more information.
- Pitch creative concepts and curate content that make connections between historical themes and current events to promote a broader understanding of the importance of history and encourage audiences to engage more deeply in civic life.
- Encourage and develop cross department involvement in the creation and implementation of programming to capture the Society's array of work.
- Implement new offerings, including experimenting with different formats, partners, programming sites, and more.
- Establish and maintain relationships with potential programming partners as well as public and private college and university scholars, community organizations, governmental officials, writers, educators, publishers, opinion makers, facilitators, and popular speakers.
- Work with the VP for PEA to strategize communications about programming for targeted groups as well as broad audiences across the globe.
- Oversee and implement the strategic and logistical operations needed to develop and execute high-quality programs for MHS's donors, supporters, and key stakeholders, as well as the evaluation tools needed to measure success and plan strategically.

#### **EXPERIENCE AND QUALIFICATIONS:**

- Bachelor's degree from an accredited University/College preferred.
- Minimum of 7-10 years' experience in a relevant programming position, non-profit experience required.
- Minimum of 3 and preferably 5 years' experience serving as the number one or number two programming lead in a non-profit cultural organization.
- Proven experience producing public programs and events for the intellectually curious adult and scholars at cultural or educational institutions.
- Experienced with concepts of adult learning and engagement.
- Cognizant of and curious about emerging trends and news regarding maximizing programming effectiveness, audience, engagement, and collaboration.
- Demonstrated 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; technical fluency with office suite, project management, presentation, and program hosting tools; familiarity with emerging technologies in the audio/visual and programming space.

#### **Compensation and Benefits:**

Salary range is \$95,000-120,000/year, depending on experience. 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 generous paid 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 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:**

This is a revised job posting from a prior version of this role. Candidates who previously applied should please write to indicate continuing interest, but need not fully re-apply. 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).

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.