



## Historic Northampton Museum & Education Center

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### Job Opening: Interpretive Program Manager

Come join our small and dynamic team. Historic Northampton is a forward-looking museum with active programming—from walking tours to live drama—about local history, culture, the natural landscape, and local people. Upcoming projects include programming for a performance space in our newly restored barn, interpreting our 1719 Parsons house, and working with residents to document their neighborhoods. We are looking for a thoughtful, energetic, and creative team player.

There are two main responsibilities for this position: 1) develop and present a wide range of interpretive programs for all audiences both inside and outside the museum; and 2) conduct historical research on topics related to Historic Northampton collections and to the history of Northampton in preparation for interpretive programs. This position reports to the co-directors and coordinates closely with all staff. The duties are varied.

#### Major Duties

1. Develop and present educational and interpretive programs for people of all ages, inside the museum, on the grounds of Historic Northampton, and around the city of Northampton.
2. Conduct research that reflects high academic standards and the diverse history of Northampton, keeping abreast of changing directions in academic research.
3. Write content for the website, exhibits, and publication. Write grant proposals.
4. Provide visitor services during open hours.
5. Facilitate program production and presentations. Manage Zoom programs in progress and maintain recordings.
6. Participate in exhibit development.
7. Recruit and supervise interns at the high school and college level.
8. Assist with other museum activities, including mailings, event set up and breakdown, and event management to ensure efficient operation.
9. Some weekend and evening work that is program related will be required. Limited remote working opportunities.

#### Qualifications

Master's degree in history, public history, or museum studies.

Three years' experience in historical research and history interpretive programs.

Excellent writing, oral presentation, and interpersonal skills.

Excellent computer and media skills, including photography, Zoom, social media, and WordPress.

A special talent, skill, or area of knowledge is highly desirable, e.g., art design, computer programming, video production, marketing, environmental education.

**Compensation**

Salary is \$24 per hour at 32 hours per week. The benefit package includes health insurance, annual and sick leave, holidays.

**Application**

Please send a resume, letter, and contact information for three references by January 15, 2023, to Elizabeth Sharpe, co-director, at [emsharpe@historicnorthampton.org](mailto:emsharpe@historicnorthampton.org). Historic Northampton is an equal opportunity employer committed to building a team and an organizational culture that fosters inclusion, diversity, equity, and accessibility. Requires full Covid-19 vaccinations.

Historic Northampton prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

*The mission of Historic Northampton is to collect and preserve Northampton's past and to engage the community in the exploration of our natural, material, and social history.*

***For more information, see [www.historicnorthampton.org](http://www.historicnorthampton.org)***