

# History Program Manager



## Summary

The History Program Manager is the primary contact and lead for history education and historic preservation easements. Additionally, She/he/they assists fundraising related to the history program. The History Program Manager works with all Sheridan Community Land Trust (SCLT) staff and reports to the Executive Director.

## Historical Education and Preservation – 70%

1. Lead, coordinate, and execute SCLT's historical community programming through our Explore History program and through social media posts through our Throw Back Thursdays series
2. Lead the development of historic preservation easements including initiation, tracking to completion, and annual stewardship
3. Identify, create, conduct, promote, and partner on historical projects that reflect place-based history
4. Conduct historical research, develop social media posts and longer form articles, secure guest speakers and venues for history programs
5. Implement strategies to digitally record audio and video of history programs including contracting
6. Develop, implement, and evaluate effective methods of outreach to potentially interested landowners or public spaces for historic preservation easements and preservation education
7. Organize and schedule meetings and site visits for SCLT Historical Working Group
8. Grow the use of volunteers for community history programming
9. Evaluate effectiveness and revise history program materials as needed
10. Maintain a web presence for the history program
11. Maintain and cultivate community relationships

## Fundraising – 20%

1. Oversee the procurement and tracking of grants restricted to the history program
2. Assist in tracking and procuring sponsorships for the history program
3. Work with Executive Director on invoicing and reporting for history grants and sponsorships

## Other - 10%

1. Coordinate and oversee volunteer and historical interns, schedules & duties
2. Each year assist with leading, planning, and staffing at least two community programming events through our Discovery Sessions
3. Work independently with SCLT staff, community members
4. Assist with other projects as necessary
5. This job description is subject to change at any time

## Qualifications and personal qualities:

- An interest in telling local history through a variety of avenues
- Preferred, but not required: 2 years of experience coordinating and executing public events
- Preferred, but not required: 2 years of experience collaborating with community engagement projects
- Able to conduct research and fieldwork for historical projects
- Knowledge of copyright standards for visual images and museum content
- Excellent written and oral communication skills
- Organization skills and interpersonal skills with diverse community groups
- Knowledge of digital presentations, digital images, websites, Microsoft Office
- Demonstrated ability and willingness to learn new skills quickly, and in good humor.
- Willingness to work some evenings and weekends

**Physical Requirements**

- Ascend/descend stairs
- Stoop, kneel, crouch

**Salary/Benefits**

This is an exempt, full time (40 hours / week) position. Benefits for this position include eleven annual (11) holidays, earned leave, Simple IRA plan with up to 3% matching employer contribution, employer paid health insurance, and phone stipend. The annual salary range is \$40,000 - \$45,000 depending on experience.

**To Apply:**

Email a letter of interest, resume, and contact information for three references to [director@sheridanclt.org](mailto:director@sheridanclt.org). Please use subject line: "History Program Manager". Applications are only accepted electronically. No calls please. The position is open until filled. SCLT is an equal opportunity employer.

**Job Description Revision Notes**

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Date Approved:	4.19.2023	Review Date:
Author:	Brad Bauer	
References:	LTA Standards & Practices: None	