



Title: Assistant Director of Public Programming

Hours: Full time, 9-5 M-F, overtime exempt. Occasional weekend and evening hours required.

Description: The Assistant Director of Public Programming in the Education and Interpretation Department is a leader in the Museum's public engagement efforts. S/he reports to the Director of Education and is responsible for planning, executing and evaluating programs for various audiences; coordinating and communicating program plans in a timely fashion with the Museum's Hospitality, Marketing and Development departments; and ensuring consistently high-quality, fun, enlightening experiences for visitors. Includes creating new event series that align with audience expansion, special opportunities such as Tall Ships Festivals and enhancing existing annual events.

Qualifications:

- 5+ years' experience in public programming event planning and execution for a variety of audience sizes
- 5+ years' experience in a museum environment
- Curiosity about science and history a must
- Excellent interpersonal communication and telephone skills
- Experience with acquiring vendor sponsorships a plus
- Patience and strong attention to detail
- Ability to network professionally
- Ingenuity with limited budgets
- Ability to function independently in a fast-paced environment on multiple projects and meet timely deadlines
- Organized, reliable, flexible, patient, positive outlook
- Friendly, collegial, outgoing, enthusiastic, team player with a sense of humor and pride of work product
- Bachelor's degree preferred

Duties:

- Create, plan and execute a year-long calendar of public events within and across departments
- Coordinate and support promotional efforts for events
- Regular interface with marketing, development and hospitality staff
- Attend Museum events and meetings as necessary
- Other duties as assigned

To apply:

Send a brief cover letter and your resume in an e-mail to Olivia Thomas, Director of Education, at othomas@phillyseaport.org. No phone calls.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, visit phillyseaport.org. This is an excellent opportunity for an individual experience with programming to make an impact at an organization expanding its horizons.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.