POSITION SUMMARY:
Reporting to the Director of Education and Programs and working closely with staff throughout the organization, the Programs & Communications Coordinator will engage various audiences with dynamic ways of interacting with the Historical Society of Pennsylvania (HSP) and its collections. In partnership with the Director of Education and Programs, they design, implement, and evaluate virtual, onsite, and hybrid programs and special events. Currently these programs include lectures, workshops, and digital content, though the P&C Coordinator will have the opportunity to develop new program formats. They will also coordinate the marketing of HSP’s collections, programs and services institution-wide, with the goal that various audiences – k-12 educators, history-interested adults, family historians, academics - will choose to become more personally involved with and financially support the mission of HSP. The position serves as the primary website editor. Recent event listings can be viewed at [https://www.portal.hsp.org/pastevents](https://www.portal.hsp.org/pastevents).

SPECIFIC RESPONSIBILITIES:

Programs and Events
- Develop, implement, and evaluate a robust schedule of public programs; collaborate with internal and external stakeholders and partners in program design.
  - Identify and research potential speakers and partners; initiate communications; manage vendor and speaker payments, and foster the relationship through and beyond program execution.
  - Coordinate program registration and communication logistics across multiple platforms and applications. Gather feedback and data for program evaluation.
  - Participate in programs and events, and assist with logistics (Zoom hosting for virtual; audio/video set-up, registration, coordination with caterers and other vendors for onsite).
- Contribute to cross-institutional strategic initiatives involving programming and audiences.
- Assist with design of internship positions; participate in supervision of interns.

Communications
- Maintain, expand, and evaluate HSP’s online presence, through social media, blogs, and other applications.
- In collaboration with colleagues across the institution, record and edit in-house video productions.
- Execute all mass email communication for the institution.
- Serve as the content manager of HSP’s Web site, [www.hsp.org](http://www.hsp.org).
• Prepare and disseminate press releases of HSP news and events.
• Maintain active list of media partners and event list publishers.
• Assist the development office with communications tasks as needed.

Other
• Attend Division meetings.
• Other duties as assigned.

REQUIREMENTS:
Three years’ experience in public facing/customer service roles. Demonstrated writing and communication experience and skill in professional and/or academic role. B.A. Degree or equivalent study in humanities field or communications. Commitment to learning about and sharing multiple perspectives on historical content. Facility with digital communications; experience with or willingness to learn video production.

DESIRED SKILLS:
Proficiency in Spanish language desired. Passion for or familiarity with public history a plus.

STATUS: Full-time Exempt
SCHEDULE: M-F, 9-5 with occasional weekday evenings
SALARY: $40,000

To Apply: Please send as attachments a letter of interest and a resume to the attention of the Director of Education and Programs at programs@hsp.org. Include in the subject line: Programs and Communications Coordinator.

Candidates selected for interviews will be notified by January 15. Those candidates should be prepared to provide contact information for three professional references.