



Job Posting: Public Program Specialist*

Title: Public Program Specialist
Reports To: Curator of Education

The National WWI Museum and Memorial is America's Leading institution dedicated to remembering, interpreting and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second oldest public museum dedicated to preserving the objects, history and experiences of the Great War.

The National WWI Museum and Memorial and Kansas City, MO where it is located, warmly welcomes and encourages candidates that reflect the broad diversity of our nation and world. The Museum and Memorial is committed to enhancing the diversity of its employees to ensure equity and inclusion.

Job Summary: The Public Program Specialist will provide conceptualization, research, planning, implementation and evaluation support of public programs, both onsite and online, at the National WWI Museum and Memorial. Responsibilities include working collaboratively across departments to participate in and/or design and successfully implement public programs, serving as the point of contact on most program offerings, ensuring efficiency, fostering positive guest experiences and strengthening community partnerships.

Engage public audiences in a variety of manners including, but not limited to: gallery talks, children's programming, scholarly introductions, warm welcomes and Hands-On History. Will maintain established programs, manage evaluative efforts and innovate programs to enliven the Museum and Memorial mission. As a member of the Education Department, the Public Program Specialist will research, consult, create and train. They will build interpretive materials as needed for projects across the Museum and will be a valuable part of the team-approach to exhibitions.

The incumbent is expected to embrace the National WW I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time position requiring flexibility in work schedules.

Responsibilities:

- Develop, implement and evaluate public programs, materials and audience outreach.
- Maintain program calendars, coordinate speakers/volunteers/contractors, order supplies, manage reservations (Tessitura and Zoom), set-up/break-down and other tasks.
- Research topics and speakers for future programs, staying apprised of current events, programming trends and partner institutions' offerings.
- Maintain, nurture and cultivate partnerships with organizations.
- Monitor budget spending.
- Develop components of marketing materials for public programs.
- Deftly anticipate and creatively resolve problems in a professional manner.
- Develop relationships with department, staff, donors and community partners.
- Represent the Museum and Memorial at relevant meetings, programs internally and externally.
- Consistently work flexible hours including evenings and weekends.
- Other duties as assigned.



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Preferred Skills:

- Exceptional interpersonal, communication, writing and organizational skills.
- Confident, engaging and compelling public speaker.
- Engage comfortably and consistently with the public with an aptitude to program management.
- Manages stressful situations calmly, while remaining hospitable.
- Works successfully independently and collaboratively.
- Meticulous attention to detail.
- Experienced researcher and creative thinker.
- Proficient in Microsoft Office products. Knowledge or aptitude to learn online presentation platforms, Tessitura, ReServe.

Education and Experience:

- Bachelor's degree in education, museum studies, history, communications or related field preferred or equivalent combination of education and experience; Master's degree is preferred.
- Possess a strong knowledge of public humanities, arts and culture.
- Relevant work experience.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer.

Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including pre-tax/Roth 401(k) matching program; health, dental, vision, life with AD&D, and short-/long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:

Please send your resume, salary requirements, three professional references and cover letter to:
Human Resources at the National WWI Museum and Memorial
Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

No relocation assistance available.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that the Museum and Memorial.