

Administrator of the Office of Programs and Outreach

Position Summary

The Administrator of the Office of Programs and Outreach holds primary responsibility for the day-to-day management and operation of this newly created Office, which consolidates the Wisconsin Historical Society's Field Services staff serving local affiliates, the Education Department, and the Wisconsin Historical Society Press. ("Administrator" and equivalent is the Society's highest unit management title, with responsibility for managing operations at the division level.) This position supervises the Press Director, Field Services staff, and the K-12 Education Director. The incumbent will develop and execute a comprehensive, audience-focused guiding vision and strategy for the delivery of public and educational programs and services from the Society's locations throughout the State. The incumbent also is chiefly responsible for the implementation of related components of the FY2016-2019 strategic plan. Through example, empowerment and management style, the incumbent shall inculcate in this new Office a pervasive action-centered, team-based approach to Office functions. The Administrator of the Office of Programs and Outreach serves on the Society's Management Team and reports to the Chief Operating Officer.

Duties and Responsibilities

A. (60%) Lead the Newly Created Programs and Outreach Office.

1. Lead in creating and continually revisiting a long-range, comprehensive vision for the delivery of Office programs and outreach services so that they fulfill the Society's mission and strategic plan, achieve local and national prominence, and are recognized for their innovation and excellence.
2. Create a management plan to instill operating efficiencies and effectiveness in this new Office through updating of position descriptions as warranted and analysis and optimization of the use of LTE and student employees and volunteers.
3. Establish and foster Office-wide an action-centered, team-based approach to management and decision making. Empower supervisors and staff to work collaboratively and to balance team-building, task accomplishment, and individual staff roles and opportunities in approaching all work assignments.
4. Direct the development of annual, biennial and long-range Office budgets.
5. Develop, coordinate or implement capabilities and procedures for internal communications, project management, budget and financial reporting and tracking, resource allocation, and general business support for this new Office.

6. Supervise the Director of the Wisconsin Historical Society Press and ensure that priorities, activities and the allocation of resources at the Press align with the Society's core mission and strategic planning goals.
7. Supervise Field Services staff, who serve local affiliates, and ensure that this unit's priorities, activities and the allocation of resources align with the Society's core mission and strategic planning goals.
8. Supervise the Director of Education and ensure that this department's programs and allocation of resources align with the Society's core mission and strategic planning goals.
9. Provide leadership for audience development with an emphasis on under-represented and under-served communities. Maintain a commanding knowledge of current and prospective audience segments alongside a strong working knowledge of audience demographics, industry and societal trends and behaviors, service demand, and current customer profiles using marketing and other internal data.
10. Create and foster professional growth and promote career growth and professional development for all Office staff members.
11. Work closely with the Wisconsin Historical Foundation to identify and cultivate external sources of support in accordance with Office, Society and Foundation fundraising goals.
12. Maintain a current knowledge of professional best practices, industry issues and trends, and applicable new technologies.

B. (30%) Lead the Statewide Impact Steering Team and Manage Associated Strategic Planning Sub-teams.

1. Chair the statewide impact team, with responsibility for the successful and timely performance of planning-related tasks by five sub-teams.
2. Lead and empower team efforts to comprehensively reevaluate Society-wide programs and outreach by developing and implementing evaluation methods and procedures.
3. Lead and empower team efforts to evaluate the interpretive, programming, and outreach potential of the Society's networks of museums and historic sites and participate in related visioning and decision-making processes. .
4. Lead and empower team efforts to execute Society-wide thematic programming.
5. Lead and empower team efforts to articulate and implement a new Society vision for K-12 education.
6. Lead and empower team efforts to coordinate all external programming and outreach.
7. Serve on the senior-level Strategy Management Team.

C. (5%) Optimize the Reach and Impact of the Society's External Activities, Presence and Reputation through Internal Advocacy and Coordination with Other Divisions, and through a Vigorous Public Presence.

1. Create and promote opportunities outside the rubric of the strategic plan for ad hoc internal collaborations within the Society for the delivery of programs, services and outreach.

2. Advocate for cross-Divisional solutions to management and operational issues impacting the delivery of programs, services and outreach.
3. Serve as an ambassador, internally and externally, for the Society's public programs and outreach activities.
4. Sustain a conspicuous and vigorous public profile with industry partners, affiliates, affinity organizations, and in relevant public forums.
5. Actively participate in relevant professional organizations.

D. (5%) Participate in the Senior-level Management of the Society.

1. Represent the Programs and Outreach Office on the Society's Management Team.
2. Participate in developing quarterly and ad hoc reports to the Society's governing Board of Curators.
3. Undertake other ad hoc management assignments as required.

Knowledge, Skills and Abilities

1. Master of Arts degree or equivalent in Education, History, Museum Studies or related field plus a minimum of eight years of relevant paid professional experience; or a Bachelor's degree in Education, History, Museum Studies or related field plus a minimum of ten years of relevant paid professional experience.
2. Five years of program and personnel management experience, preferably in an education or museum environment.
3. Superior leadership skills including a demonstrated ability to articulate a compelling vision, empower and lead, build team cohesion, and elicit team and organizational loyalty.
4. Superior organizational and personnel management skills including a demonstrated ability to work proactively and engagingly with peers, supervisors and staff to induce strong team and individual performance, execute planning objectives, and to foster professional growth and opportunity among team members.
5. Sound financial management skills including a demonstrated ability to develop budgets and to track, adjust, and report performance.
6. Superior communication skills including effective public speaking.
7. Superior current knowledge of education theory and educational curriculum; current knowledge of education technologies and best practices in museum education preferred.
8. Demonstrated ability to research, develop, execute and evaluate education programs and materials.
9. Demonstrated commitment to broadening program and service audiences to specifically include under-represented populations.
10. Broad knowledge of US history; knowledge of Wisconsin history preferred.
11. Experience building and growing mutually-beneficial partnerships; experience working with schools and education community partners preferred.
12. Ability to independently travel throughout Wisconsin and nationally as necessary.
13. Able to legally operate a state owned motor vehicle in the state of Wisconsin.