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[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

## Public Programs Manager Job Description

**Position:** Public Programs Manager

**Supervisor:** EVP, Museum Experience

**Type:** Full-time; Exempt

**Salary range:** \$50,000 to \$60,000

### Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House.

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

**Revolutionary Spaces is an equal opportunity employer.** We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.

### Position Summary

The Public Programs Manager helps to develop our public programming season, design individual programs, and build partnerships. Reporting to the EVP of Museum Experience, this role acts as an organizational hub that coordinates activities across the development, events, marketing and visitor experience departments to ensure our public programming is cohesive and compelling. Over the next three years, a central part of the Public Program Manager's portfolio will be to manage Revolutionary Spaces' efforts around the 250th anniversary founding of the US in 2026. Our goal is to create an arc of inclusive programming that inspires people to find new meaning in the American Revolution.

## **Primary Job Responsibilities**

### *Season Planning*

- Develop a cohesive set of public programs in collaboration with staff and partner organizations around a compelling set of changing themes that align with branding and messaging
- Coordinate Revolutionary Spaces's work with a range of partners, which may include elements such as a major civic event, speaker series, and/or arts and cultural programs

### *Program Design & Delivery*

- Lead internal process to generate and build consensus around the public program season
- Identify potential panelists and moderators, issue and track invitations, and serve as a primary point of contact for all confirmed speakers before, during and after the event
- Collaborate with Visitor Experience staff to develop public programs that leverage in-gallery experiences such as theater, art installations and special exhibits
- Assist the Director of Marketing and Communications by drafting marketing language and social media content for public panels, gathering images, and writing copy for the run of show
- Support staff members who take the lead on a public program of their own individual design
- Work with the Director of Visitor Experience & Content Development, Director of Marketing and Communications, and other internal stakeholders to find new ways for public programs, digital content and social media to amplify each other
- Partner with the Director of Events to ensure a flawless delivery of the public program from an operational and logistical perspective

### *Partnership Development*

- Expand organizational networks by engaging in ongoing partnership identification, coordinated outreach and long-term stewardship of these relationships
- Collaborate with partner organizations and internal staff to develop or adapt programming that bridges the interests of the partner and Revolutionary Spaces
- Help design and deliver replicable public programs in other venues across the city that foster conversation and establish new partnerships.

### *Administration*

- Develop public programs budget and track use of restricted funds
- Design and manage ticketing and RSVP processes for individual events
- Conduct and analyze regular post-event surveys to identify opportunities for improvement
- Maintain data relating to attendance and creates reports for other departments
- Assist with proposal design and grant writing as needed

## **Desired Skills and Qualifications**

We seek someone who is excited to explore the history of the American Revolution and how it connects to contemporary American life. While we welcome candidates with experience in history-based organizations, we strongly encourage candidates from other backgrounds that meet the criteria below to apply. We believe that a candidate with arts & culture, civics education, community organizing, marketing, or public relations experience could be successful in this position.

- Bachelor's degree or higher
- Outstanding written and oral communication

- Collaborative and generous work style
- Demonstrated ability to build new partnerships
- Highly skilled in project management with a strong attention to detail
- Creative and entrepreneurial mindset and ability to learn from mistakes
- Capacity to thrive in a fast-paced environment
- Valid driver's license

### **Physical Requirements**

The work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300-year-old historic building without an elevator. As a result, the candidate should be able to carry objects weighing up to 50 pounds up and down the stairs.

### **Benefits**

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; Professional development; MBTA pass program; and free admission to many local museums.

### **Application Requirements**

Application requires a cover letter and resume. Interested candidates should send a cover letter, resume and writing sample geared to general audiences to [hr@revolutionaryspaces.org](mailto:hr@revolutionaryspaces.org).

For more information about Revolutionary Spaces, visit [www.revolutionaryspaces.org](http://www.revolutionaryspaces.org).