

The **Manager of Public Programs and Community Engagement** is an energetic, entrepreneurial, and enthusiastic public programmer responsible for designing and implementing innovative programs that drive repeat visitation and deepen long-term engagement. Focused on adults, families, and the military community, this role supports the USS Constitution Museum's mission by creating meaningful, participatory, and experiential programming that connects diverse audiences with the content, the Museum, and each other. This is a new scope and key to the Museum's strategic initiative to increase repeat visitation.

The successful candidate will lead high-profile initiatives, develop community partnerships, manage volunteers and interns, and serve as a key liaison with military affiliated organizations. This is a highly collaborative role requiring strong public speaking skills, organization, creativity, and a deep commitment to audience engagement.

Job Responsibilities

Program Development & Execution

- Imagine, design, and implement dynamic, high-caliber public programs for adults, families, and military communities.
- Collaborate across departments to support museum-wide programming and audience engagement initiatives.
- Grow and diversify the menu of adult-focused programs.

Audience & Community Engagement

- Deepen the Museum's public value by creating opportunities for participatory and experiential engagement.
- Maintain and strengthen relationships with the military community (e.g., USO, Blue Star Families).
- Engage and grow connections with USS *Constitution* crew and Alumni Association through communications, events, and oral history initiatives.

Volunteer & Intern Leadership

- Develop and manage a robust volunteer and intern cohort to support Community Engagement programming.

Evaluation & Reporting

- Establish and monitor KPIs to evaluate program effectiveness, making data-driven decisions to improve engagement.
- Prepare regular reports on program impact and audience satisfaction.

Financial & Grant Management

- Develop and manage the Community Engagement budget.

- Achieve revenue goals through strategic program development.
- Support grant writing and manage funded programs to ensure successful delivery and compliance with expectations.

Partnership Development

- Build and maintain strong relationships with community partners and local organizations to broaden their reach and relevance.

Experience

- Proven experience designing, delivering, and evaluating successful public programs.
- Ability to manage multiple initiatives simultaneously in a collaborative, deadline-driven environment.
- Strong public speaking, interpersonal, and written communication skills.
- Experience managing staff and/or volunteers.
- Demonstrated success in audience development, program evaluation, and grant writing.
- Proficiency in Microsoft Office 365.
- Audio/visual skills.
- Familiarity with the military community preferred.
- Background or interest in maritime history and/or sailing is a plus.

Ideal candidate will be:

- Enthusiastic and energetic team player with a passion for adult programming and community connections.
- Creative and resourceful problem-solver with excellent organizational skills.
- Comfortable speaking to large and small groups across diverse communities.
- A willingness to work occasional evenings and weekends as needed for events.

SALARY RANGE

\$52,000-\$62,000

HOW TO APPLY

Interested candidates should submit their resume and cover letter to

<https://ussconstitutionmuseum.bamboohr.com/careers/25?source=aWQ9MjE%3D>