



Director of Programs and Volunteers

Department: Education
Reports To: Barbara Rabin Chief Education Officer
FLSA Status: Exempt

The Director of Programs and Volunteers supports the growth of the Museum through a variety of functions related to public programs, volunteer recruitment and coordination, and rotating special exhibitions. The Director of Programs and Volunteers conceives, plans, coordinates, and executes outstanding public programs on history, culture, and civil society related to the Museum's core and special exhibitions. These programs inform, educate, further positive community relations, engage diverse audiences, and help the Museum fulfill its public and educational missions.

RESPONSIBILITIES

- Propose, research, plan, create, and execute mission-relevant public programs that educate the public, raise the Museum's profile, and increase community engagement
- Plan, coordinate, and execute ongoing annual signature public programs such as International Holocaust Remembrance Day, Yom HaShoah, the Funk Family Upstander Speaker Series, Rule of Law, etc.
- Create, develop, conceptualize, and execute new programs, including but not limited to author and scholar programs, panel discussions, guest speakers, films, educational events, genocide survivor talks, and Holocaust survivor and second generation events
- Develop new and maintain existing community partnerships with like-minded organizations to increase the impact of the Museum's public programs and the influence of these activities in the community, including engagement with a broader range of visitors
- Develop new and maintain existing strategic partnerships with national, and international mission-aligned organizations
- Develop and manage the Museum's annual public programs schedule and programming budget to meet Museum goals
- Set up and staff public programs
- Use Patron Manger (CRM platform) to set up public programs and manage ticketing
- Serve as a staff liaison to Board Program Committee, including sharing information with and soliciting feedback on programming from Museum Board Members
- Coordinate with Marketing and Development Departments to ensure continuity of brand and to facilitate fundraising and promotional activities
- Recruit, manage, and support a large pool of volunteers and interns

- Develop and maintain volunteer recruitment and retention plan to support the Museum's growth and needs
- Manage volunteer database, Volunteers for Salesforce
- Serve as staff supervisor for Museum's Junior Board
- Research and help select temporary exhibitions on Holocaust- and human rights-related topics in consultation with Chief Education Officer and temporary exhibitions working group, particularly with an eye to public programming opportunities
- Help manage temporary exhibition budgets
- Supervise Program Coordinator and Volunteer Coordinator
- Participate in internal staff committees/working groups, including but not limited to Generations, Patron Manager, Safety and Security, and Temporary Exhibitions

EDUCATION

- Required: Bachelor's Degree
- Preferred: 6+ years of experience in programming and volunteer management

EXPERIENCE AND SKILLS

- Programming is content heavy—general knowledge of the Holocaust, human and civil rights, cultural issues and an affinity for/knowledge of modern history and politics is expected
- Ability to conceive, plan, and create public programs of various sizes for differing audiences
- Ability to identify potential speakers, presenters, and topics for public programs
- Ability to work with internal and external venues
- Strong interpersonal skills and ability to work effectively in a team environment
- Proven ability in organizing and planning events
- Knowledge of volunteer management, including recruitment and retention
- Strong writing skills
- Familiarity with non-profit organizations
- Familiarity with Patron Manager/Salesforce or other CRM software is a plus

REQUIREMENTS

- Ability to lift up to 40 lbs. and carry items while walking
- Ability to set up and break down in-house event rooms
- Ability to work non-standard hours as most programs take place on weekday evenings or weekends

Competencies

- Judgment/Decision Making
- Communication – Oral
- Organization/Planning
- Business Literacy

- Customer Focus
- Integrity
- Initiative
- Collaboration/Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhrm.org.