



STATE OF COLORADO
invites applications for the position of:

Public Programs and Events Manager

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver County, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver, CO 80203

SALARY: \$3,666.67 - \$3,958.33 Monthly

OPENING DATE: 05/08/19

CLOSING DATE: 05/28/19 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people of History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a convenient location to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12 hours of vacation and 6.66 hours of sick leave in a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

This position is responsible for conceptualizing, implementing, and evaluating public programs for adult audiences that support History Colorado's exhibit, mission and strategic plans.

Our Mission:

History Colorado inspires generations to find wonder and meaning in our past and to engage in creating a better Colorado.

Program Development Duties:

- Develops, implements and evaluates a variety of innovative adult public programs and events both on site and off site History Colorado premises.
- Conducts innovative public programs include, but are not limited to:
 - Lectures, classes, workshops, performances, special events, current issue forums, summits and symposia offered by the Learning Experiences Department related to the collections and exhibitions of History Colorado and to the history of Colorado.
- Sustains existing program audiences and develops creative programs to attract new audiences.
- Cultivates rich external partnerships to achieve strong ties with the community.
- Keeps current on best practices in adult education and multi-generational learning theory.

Program Management Duties:

- Creates the infrastructure needed to implement and sustain adult programming.
- Hires and evaluating contract staff, interns, and volunteers.
- Assists in the marketing and promotion of programs.
- Manages program budgets and tracks expenses and revenue goals.
- Collects and analyze program data in order to make effective data informed decisions.
- Works with key internal stakeholders to coordinate work across departments.
- Serves on exhibit committees and oversees development and educational components of exhibits as needed.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

- A bachelor's degree in education, history, museum studies, or other applicable fields, and at least three years experience in managing and developing events and/or programs.
- Longer and more relevant experience supersedes the degree requirements.
- Experience in the arts and culture or entertainment environment preferred.
- Prior experience in a museum setting is a plus but not a requirement.
- Outstanding customer service and interpersonal skills required, with a strong desire and ability to work well with the public.
- Excellent written and verbal communication skills necessary.
- Superb organizational skills required, with an ability to multi-task and to meet deadlines.
- Public-speaking skills required
- Working knowledge of various audio-visual equipment necessary (slide projectors, PowerPoint programs, microphones, etc.)
- Must possess and maintain a valid Colorado driver's license and be able to travel independently throughout the state, including overnight stays as a condition of employment.

The successful candidate must be able to pass a background check prior to hire.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely

application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online application is the preferred method of applying for this announcement.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.colorado.gov/jobs>

Position #GCA-0519-08105
PUBLIC PROGRAMS AND EVENTS MANAGER
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Public Programs and Events Manager Supplemental Questionnaire

- * 1. How can museums stay relevant to contemporary audiences?

- * 2. What is the key to success when communicating with the public?

- * 3. How would your past experiences influence decisions you would make at History Colorado?

- * 4. Who inspires you and why?

- * Required Question