



Program Manager Position

Position Type	Full-time, non-exempt (salary + overtime)
Reports To	Director of Programs
Compensation	\$50,000 - \$60,000 (DOE)
Benefits	Holiday, vacation, and sick time, medical/dental/vision insurance, life & LTD insurance, 403(b) retirement plan
Location	Seattle, Washington (hybrid position – in office two days per week)
Start Date	June or July 2022

Humanities Washington opens minds and bridges divides by creating spaces to explore different perspectives. We hold events and programs led by cultural experts, scholars, and storytellers who discuss everything from Washington State history to philosophy, providing context for current social issues. We also support and partner with a wide network of communities, organizations, and individuals across the state. For further information, please visit www.humanities.org.

We're looking for a Program Manager to join our team! We want to work with a collaborative, motivated, and creative individual who is eager to manage Humanities Washington's **Speakers Bureau and live events**, ensuring they remain focused on fostering deep and timely conversations throughout Washington State, with an emphasis on equity, diversity, and inclusion. Speakers Bureau reaches thousands of Washingtonians each year by partnering with organizations like libraries, museums, cultural centers, and schools to host our speakers. Our live events are one-off conversations and lectures aimed at providing depth and nuance, while sparking curiosity about important topics in our society.

We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us work toward our vision of a Washington that invites diverse perspectives, explores challenging questions, and strives for just communities. Humanities Washington prioritizes equity and inclusion in all aspects of its work and operations. Our Diversity, Equity, and Inclusion statement can be found [here](#).

Essential Responsibilities

Speakers Bureau (70%)

- Manage daily functioning of the program, including communicating with Speakers, hosts, and other partners.
- Conduct outreach to communities and organizations, especially those in rural areas, including proactive communications, presentations, and some in-state travel.
- Work closely with a roster of 30+ artists, journalists, historians, philosophers, and other humanities experts to reach every county of Washington state.
- Coach Speakers on topics such as public speaking, effective outreach, and presentation design as needed.
- Build partnerships with key organizations such as the Washington Library Association, Washington Museum Association, and Washington History Day
- Conduct outreach to legislators and help nurture ongoing legislative relationships.
- Lead statewide search for new Speakers every two years, including managing the review process.
- Create and update program materials, including brochures, website content, social media posts, and email communications in collaboration with the Director of Communications and Content.
- Collaborate with Director of Programs to develop and implement strategies to reach new audiences, partners, and speakers.
- Maintain and track program records, budget, and impact in Salesforce.
- Collaborate with Chief Financial Officer and Chief Resource Development Officer to identify potential funding sources and ensure timely and accurate reporting of program data to funders.
- Collaborate with Director of Communications to provide platforms with content related to Speakers Bureau and Live Events, including program materials, brochures, website content, social media posts, and email communications.
- Manage evaluation efforts and implement responsive changes to the program as necessary.

Live Events and Special Projects (30%)

- Design and lead the planning of live special events across Washington, aimed at a general audience.
- Collaborate with the Director of Programs to curate relevant and meaningful topics and discussions on humanities topics, including cultural issues, politics, history, ethics, religion, art, and more.
- Research and convene humanities experts, including nationally-known figures.
- Build and manage relationships with partner institutions to produce and publicize events.
- Manage event logistics, including communicating with panelists, ensuring ADA compliance, and booking venues.
- Writing engaging and clear event descriptions.

- Collaborate with Director of Programs on special projects as assigned (for example, new projects related to grant-funded opportunities or rapid-response programming for emerging topics).
- Manage evaluation efforts and implement responsive changes to the program as necessary.

Qualifications

The ideal candidate will possess the following qualifications and behavioral competencies:

- Demonstrated commitment to equity, diversity, and inclusion.
- Two years working in a non-profit context, the public humanities, program management, or equivalent combination of education, training, and/or experience.
- Enthusiasm for and understanding of the humanities and the important role it plays in the cultural sector and communities in general.
- An eye for topics, content, and speakers that are engaging to the public and intellectually rigorous.
- Sensitivity to different cultures, backgrounds, and beliefs.
- Creative, intrepid, and organized individual who can work independently, set and meet goals, and manage multiple projects.
- Track record of managing complex projects with several stakeholders.
- Excellent communicator and strong interpersonal skills, including the ability ensure partners, audiences, and other stakeholders feel informed and respected.
- Robust verbal, writing, communication, and problem-solving skills.
- Competency with Microsoft Office Suite.

Work Structure

This is a full-time, non-exempt position, working 40 hours per week, with a salary range of \$50,000 – \$60,000. Salary offer will be dependent on experience. We believe in work-life balance and are committed to keeping the workload in alignment with the listed hours

Our Hiring Process

We will review applications on a rolling basis until the position is filled. The hiring process will include Zoom interviews with Humanities Washington staff members and a reference check.

Humanities Washington is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact info@humanities.org.

To Apply

To apply, please email a cover letter and your resume to info@humanities.org and indicate “[your last name] – Program Manager Position” in the subject line. No phone calls, please. We apologize in advance for not having sufficient staff resources to respond to each inquiry.