



HIGHFIELD HALL

& Gardens

Honoring Our History and Embracing Our Future

Program Director

Overview

The Program Director is responsible for all aspects of programmatic interface with the public. He/She/They provides creative programmatic direction for Highfield Hall & Gardens (HH&G). This position works directly with the Co-Executive Directors and Curator/Chief Interpretation Officer to define strategies for programming, engagement, and learning. The Program Director is tasked with creating, implementing, and scheduling programs that will engage our audiences of adults, children and families. Programs should support the engagement of participants with Highfield's focus areas of arts and culture, culinary, history, music, and nature. The Program Director will also work to strengthen community outreach and collaborations. Working with the Chief Interpretation Officer, the Program Director will develop an overall theme for annual program seasons, and holidays. The Program Director will oversee contracted program staff and be responsible for the overall success of the programs.

Responsibilities

- Performs administrative tasks including planning, organizing, implementing and evaluating public programs for Highfield Hall.
- Plans, implements, and oversees contracted staff for four calendar seasons of activities (winter, spring, summer, and fall), summer children's programs and activities, and Holidays at Highfield.
- Program and talent selections & hiring including contract negotiations and compliance.
- Develops a creative programming vision for Highfield Hall, taking into consideration local needs, competition and demographics.
- Oversees programs installation and dismantle in communication with Facilities Manager.
- Schedules and supervises all programs and creates necessary descriptive information for online and print material.
- With the Development Director, helps identify sources of funding for programs and exhibitions and develop strategic initiatives to engage donors.

Qualifications

Exhibits excellent writing, communication and interpersonal skills and an ability to multitask.

Builds strong relationships with external organizations and education partners to expand and enhance the Highfield brand.

Working knowledge of MS Office

Working knowledge of Blackbaud/Altru program

Excellent organizational and leadership skills

Excellent communication skills

Education

Bachelor of Arts

Experience as program director or education coordinator a plus

