

Full-/Part-Time	Full-time
Regular/Temporary	Regular
Exempt/Non-Exempt:	Exempt
Salary:	\$48,000–\$52,000, depending on experience
Benefits:	Health, dental, and vision insurance; life insurance; long-term disability insurance; and retirement contribution (no wait period)
Immediate supervisor:	Executive director

Humanities Montana is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for this position.

POSITION DYNAMICS

- Do you believe that the humanities (history, literature, civic education, languages, philosophy, etc.) can transform lives and build collaborative and inclusive communities?
- Would you find purpose and meaning in developing and implementing a variety of public programs using public conversations, civic engagement, and other tools of the humanities to spark learning, connection, and understanding?
- Would you find inspiration through working with Montana communities and cultural organizations?
- Would you like your talents, skills, and leadership to make a real difference at a vibrant, highly regarded statewide nonprofit?

If so, Humanities Montana would love to welcome you to our team!

POSITION DESCRIPTION

Humanities Montana seeks a **programs manager** to lead and manage all stages of humanities programs from conception through implementation, including program communications and evaluation. Primary program responsibility will be with Montana Conversations, Speakers in the Schools, and Hometown Humanities programs, with opportunities to reshape other current long- and short-term humanities program offerings to align with our mission, capacity, and strategic plan. The programs manager will report to the executive director and collaborate with all members of our small team.

KNOWLEDGE/SKILLS/ABILITIES

- Excited about Humanities Montana’s mission and eager to learn more about the field of public humanities
- Passionate about Montana and the role the humanities can play in the future of our diverse and changing state
- Excellent written, oral, and presentation skills, including the ability to adapt tone and style depending on audience and setting
- Strong task-management skills, including the ability to prioritize when managing a portfolio of programs with multiple deadlines
- Strong interpersonal and active listening skills with the ability to effectively interface with Humanities Montana colleagues and constituents throughout the state
- Experience with project management; extremely detail-oriented and able to establish new systems and processes as needed
- Skilled with technology: Experience with or ability to learn Microsoft Office Suite; DocuSign; LastPass; Google WorkSpace; and our program management and constituent databases, Foundant and Salsa CRM

RESPONSIBILITIES AND DUTIES:

Program Management

- Responsible for program project management and thinking strategically and creatively about how to enhance Humanities Montana’s programs with our audiences and partners
- Manage a portfolio of several programs, such as Montana Conversations, Speakers in the Schools, and Hometown Humanities
- Share responsibility for other Humanities Montana programs, such as Democracy Project and Center for the Book
- Coordinate event and program details, scheduling, etc.
- Staff Humanities Montana programs, including occasional evening and weekend events

Outreach and Relationship Building

- Provide outreach and communications to program presenters
- Curate Montana Conversations and Speakers in the Schools speakers catalog and recruit new speakers
- Maintain and create new relationships with partnering organizations in Montana’s cultural community—schools, libraries, museums, etc.
- Enhance program outreach to rural communities and to organizations serving Native

populations throughout Montana

Reporting and Monitoring

- Track and evaluate programs, and collect evaluation data
- Produce compliance reports based on program data
- Oversee and monitor program budget lines in collaboration with the accountant and the executive director
- Interact with and provide reports for the board of directors
- Assist office manager with maintaining accurate and up-to-date contact records and program data in our internal databases

Organizational Goals and Administration

- Support the development and implementation of diversity, equity, inclusion, and access goals of Humanities Montana in its programs through continuous learning and improvement
- Write newsletter and general communications content related to programs, and develop communications plan for each program
- Collaborate with Humanities Montana staff in development, grants, and communications to enhance opportunities, resources, and outreach for Humanities Montana
- Participate in regular team meetings and trainings
- Travel overnight within Montana multiple times per year to attend board meetings and Humanities Montana programs

EDUCATION AND/OR EQUIVALENT EXPERIENCE

- Completed bachelor's degree in a humanities discipline or equivalent combination of education and experience

We realize there are some great candidates who won't check all these boxes, and we also know that you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself!

WORK ENVIRONMENT

Humanities Montana offers the opportunity for new team members to contribute to an inclusive, welcoming, and vibrant team. We are a small organization with a big impact throughout the state, so that means our office environment is fast-paced with multiple overlapping deadlines and initiatives. As a humanities organization, we aim to bring our mission of transformative conversations

and empathy-building storytelling to our work with each other as a team.

Humanities Montana is responding to the evolving COVID-19 situation and follows local health and safety requirements as well as the requirements of the University of Montana. At this time, the programs manager position is based in our offices in historic Brantly Hall on the University of Montana campus. There may be circumstances where remote or hybrid arrangements may be considered. Remote or hybrid working arrangements must be approved by the executive director and will be reviewed periodically so as to best meet the organization's mission and goals. There is no guarantee to approve or extend a remote or hybrid working arrangement. Office hours are 8 am to 5 pm, but we offer flexible working schedules and strive to balance the professional and personal needs of our staff with the mission and needs of the organization by offering some flexibility with working schedules.

OTHER BENEFITS

- Generous vacation and sick-leave policies
- Parental leave
- Cellphone stipend
- UM campus parking pass

APPLICATION PROCESS/DEADLINE

To apply, send a resume and cover letter explaining your interest in the position to jobs@humanitiesmontana.org. We are currently posting multiple positions, so please include the name of the position you are applying for in the subject line. Finalists will be asked to submit references and a writing sample. All applications will be acknowledged within 24 business hours of receipt.

Applications are requested by **April 15** but will be accepted until the position is filled. Early applications are encouraged. We invite you to learn about Humanities Montana, our mission, and our grantmaking and programs through our website, www.humanitiesmontana.org, before applying. All applications must be in writing and will be treated confidentially.