PROGRAM MANAGER


Job Categories:
Programming, Management, Administrative, Philadelphia County (PA), Theatre

Historic Philadelphia, Inc. (HPI) is a non-profit organization that makes our nation’s history relevant and real through interpretation and education. HPI consists of three entities: The Betsy Ross House, Franklin Square, and Once Upon A Nation (OUAN). The Program Manager is responsible for the operations of Once Upon A Nation, the programming arm of HPI.

Essential Functions:

• Report to Vice President of Operations for the department as it relates to budgets, financial reports, board reports, sales and performance histories.
• Directly responsible for hiring, training, scheduling, and management of staff of up to 60 performers, supervisors, and artistic directors.
• Monitor all programming in Philadelphia and Valley Forge National Historical Park which includes: group sales programs, education outreach, public sale adventure tours, daily free programming, high profile appearances and collaboration with other entities of HPI.
• Maintain integrity of programming in regards to historical accuracy, diversity, accessibility and HPI standards.
• Manage relationships with partner organizations.
• Develop and maintain relationships with other artists, managers and venue contacts.
• Attend industry conferences and meetings.
• Prepare and manage budget for the department.
• Maintain staff facility.
• Prepare biweekly payroll for OUAN employees.

Qualifications:

• Bachelor’s Degree preferred.
• Proficient in Excel, Word, Outlook, and PowerPoint.
• Able to lift 50 pounds.
• 3+ years experience in arts management/programming- ticketing, budgeting, negotiation, performer management/booking, scheduling.
• Excellent interpersonal skills.
• Understanding of contracts, some facility in prep of contracts.
• Ability to travel to Valley Forge National Historical Park.
• Ability to work outdoors in various conditions.

To Apply:
To apply for this position, send your resume and cover letter to jobs@historicphiladelphia.org.