

MECHANICS' HALL - COMMUNITY ENGAGEMENT & PROGRAMS MANAGER

Mechanics' Hall is seeking an enthusiastic, creative, collaborative, and experienced team member to join us in the new role of **Community Engagement & Programs Manager**.

In the last three years, Mechanics' Hall has emerged as a vibrant cultural resource for the arts and humanities in Portland, Maine - presenting national and local author events, theater, dance, and music. As our new Community Engagement & Programs Manager, you will play a crucial role in expanding our program offerings and building community through our humanities-based events and initiatives. Your contribution will be integral to our continued success and growth.

Founded in 1857, Mechanics' Hall has been a hidden gem in Portland's, Arts District. Newly listed on the National Register of Historic Places for its National Significance, our landmark building is home to the 8th oldest member-supported library in the United States and historic ballroom. Recently awarded a 2.86M federal grant, the Hall is embarking on a transformational restoration and preservation project, starting with its exterior. You'll join the team during this exciting revitalization project, buoyed by the energy and love for the future of Mechanics' Hall and the power of cultivating community through the shared experiences of arts and humanities programming.

Reports to: Executive Director

Manages: Program & Event Staff, vendors.

Collaborates with: Administration and Development Associate, Development Director and other contracted marketing, communications & events staff.

Hours, Compensation, and Benefits:

Salary Range: \$52,000 – \$57,000

This is a full-time position based at Mechanics' Hall in Portland, Maine. but a flexible schedule is available, as this position requires some evening and weekend work.

Mechanics' Hall offers competitive benefits for full-time staff, including generous paid time off, on-site parking, and an employer-paid health stipend. MH is committed to creating a diverse, equitable, and inclusive workplace and is an Equal Opportunity Employer.

Responsibilities include:

Program management

- In collaboration with the Executive Director, secure and manage public programs & events at Mechanics' Hall from end to end, executing exceptional and engaging events for our community, patrons and members.

- Staffing and/or managing event staff for programs which includes functioning as a steward/spokesperson for Mechanics' Hall
- Develop and manage programming budgets in coordination with the Executive Director.
- Manage event contracts, booking, travel & lodging and press materials and other necessary information as needed.
- In collaboration with the Executive Director & Director of Development seek out grant and sponsorship opportunities to support our public program offerings. (Grant writing skills a plus!)
- Establish a new events & programming database to manage calendar and incoming partner requests.
- Maintain an organization-wide program calendar including internal and partner programs
- Communicating with additional staff, subcontractors and board committee members through regular program and event updates
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- Manage/oversee technical set up, breakdown, A/V and all onsite logistics for programming.
- Coordinating with outside vendors when needed (catering, etc.)
- Coordinating library volunteers for library hours and other literary events & programs.
- Serving as a liaison for site tours and facility rentals as needed. Support administration associate and private events team with bookings and contracts.

Community Engagement:

- Establish a strong volunteer database to provide additional organizational and event support as needed.
- In collaboration with the Executive Director & Development Director create programs that will build our member base and expand our outreach, particularly to underserved communities by enhancing and expanding opportunities for those who work and perform in the arts and humanities.
- Ensuring marketing and community messaging materials are up to date and available throughout the building.
- Support ED/and Administration Associate with newsletter and membership communications.
- Take a leading role in our annual fundraising programs.
- Manage social media calendar as relates to community engagement and programs.

Our ideal candidate is passionate about creating community through shared experiences. Naturally collaborative, self-motivated, and driven by curiosity, you are up to date on current events, cultural trends and have a strong interest or background in the arts and humanities. You have experience with live event production and planning, and are a community builder, collegial, detail-oriented, and deadline-driven. A natural storyteller, you are confident in front of a crowd, comfortable making decisions and a problem solver. You are at ease with social

media and feel confident in using it as a platform for communicating upcoming events, telling our organizational story, and marketing our facility. Photography skills are a plus!

Experience and Skills:

The ideal candidate for the Managing Director position will possess the following qualifications:

- 2-4 years of experience preferably in the arts and humanities sector.
- Bachelor's degree or equivalent work experience.
- Passion for the arts and humanities with demonstrated experience in event management and facilities oversight.
- Non-profit experience.
- Working knowledge of technology/AV requirements for events.
- Experience in budgeting and revenue generating programs.
- Proficiency in software applications such as Google Suite, Microsoft Office, and database management systems.
- Excellent interpersonal skills with the ability to communicate effectively with diverse stakeholders.
- Proven leadership abilities with a focus on team-building, collaboration, and inclusivity.
- Detail-oriented mindset with the ability to multitask and prioritize tasks effectively.

How to Apply:

Interested candidates should submit a comprehensive PDF application package, titled LastNameFirstName_Community&ProgramsManager

(example: MartinSteve_Community&ProgramsManager) and include:

- A one-page cover letter outlining your qualifications and interest in the Community Engagement & Programs Manager position.
- A current resume highlighting relevant experience and skills.
- A professional writing sample (maximum 1000 words) showcasing your ability to communicate effectively.
- Contact information for three professional references.

Applications should be sent via email to admin@mainemechanics.org with "**COMMUNITY ENGAGEMENT & PROGRAMS MANAGER**" in the subject line. *(Please no walk-ins or phone calls)*

Applications will be reviewed on a rolling basis until the position is filled, ideally by July 1. Candidates selected for further consideration will be contacted for interviews. Thank you for your interest in joining the Mechanics' Hall team!