



**Title: Program Manager**

Hours: Monday-Friday, 9 a.m.-5 p.m., with flexible scheduling around program needs

Exempt Status: Exempt

Reports to: Executive Director

**About the Tippecanoe County Historical Association**

The Tippecanoe County Historical Association (TCHA) is a community engaged non-profit organization dedicated to enriching the lives of Tippecanoe County residents and visitors by collecting, preserving, researching and sharing Tippecanoe County's unique and diverse history. The organization owns or manages five sites throughout the county and hosts the annual Feast of the Hunters' Moon that welcomes about 40,000 visitors each fall.

**Position Summary**

The Program Manager will oversee the development, organization and execution of the Association's educational programming, including programming for the annual Feast of the Hunters' Moon. Some evening and weekend hours required with an emphasis on the period surrounding the Feast of the Hunters' Moon each fall.

**Responsibilities**

- Chairs the Board-designated Program Committee.
- Leads in the development, organization, and execution of TCHA's programming schedule, including annual as well as new educational programming for both public and school groups.
- Administers the programmatic aspect of Feast of the Hunters' Moon, including School Days, each fall according to a provided timeline while serving on the Feast Executive Committee.
- Recruits and coordinates the use of volunteers and staff as needed for program logistics.
- Conducts tours and programs as needed, in conjunction with TCHA staff, for school-age groups and adults, both on and offsite.
- Works with the Executive Director to promote all Association programs and events including providing content for social media, quarterly program guides and email marketing.
- Assist the Executive Director in the preparation of sponsorship proposals and fundraising solicitations for TCHA programs.
- Works with the Executive Director, Program Committee, and Membership and Development Committee to identify special events, fundraising opportunities, and membership activities outside of the regular Program schedule.
- Presents regular reports to the Board of Governors detailing the costs, funding support and income of all TCHA programming.

## **Qualifications**

### Required

- Bachelor's degree in a related field OR 4 years equivalent experience.
- A minimum of 2 years of experience in the non-profit sector, either as a paid employee or as an active unpaid volunteer.
- Prior successful execution of educational program planning, including people management.
- Demonstrated examples of self-starting and proactive problem-solving behaviors.
- Effective written, public speaking, organizational and interpersonal skills.
- Projects a professional image appropriate for representing the Association.
- Willingness to expand one's own knowledge of professional museum practices and procedures through reading, webinars, attendance at workshops, etc.

### Preferred

- A demonstrated interest or motivation in acquiring knowledge about local history.
- Previous first or third person interpretation experience.

## **Salary and Benefits**

Expected salary range is \$42,000-\$45,000 annually. Additional benefits include group health insurance, including dental and vision, Simple IRA retirement match, 10 paid holidays each year, and vacation and sick time following the completion of an introductory 90-day period.

## **Submission Instructions**

Interested applicants should send a cover letter, resume and a list three professional references to TCHA's Executive Director, Claire Eagle at [director@tippecanoehistory.org](mailto:director@tippecanoehistory.org) with "Program Manager" in the subject line. References will not be contacted without prior notification of applicant. Application review will begin December 17, 2025 and continue until the position is filled.

*The Tippecanoe County Historical Association is an Affirmative Action/Equal Opportunity Employer. We do not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.*