



## **Kansas Humanities Council Program Officer**

The Kansas Humanities Council invites applications for a full-time Program Officer. The Program Officer develops, implements, and manages KHC programs and services that increase public access to the humanities statewide.

### Timeline

Review of applications begins April 18, 2012 and will continue until the position is filled.

### Application Process

Email a letter of application, resume, names and contact information for three references, and a writing sample. The writing sample could be an essay, article for publication, or copy for a press release.

Send to: Julie Mulvihill, Executive Director, [julie@kansashumanities.org](mailto:julie@kansashumanities.org)

### Responsibilities

1. Manage Council-Conducted Programs
  - Speakers Bureau program.
  - Talk About Literature in Kansas book discussion program.
  - FLIKS, the online short film discussion program.
  - Maintain database regarding programs funded, dates, etc.
2. Maintain and Develop Resource Networks
  - Recruitment of new humanities scholars to serve as speakers, discussion leaders, consultants for KHC programs and projects.
  - Sustain and boost relationships with statewide partners, including public libraries, museums, colleges and universities, and others.
  - Manage database contact updates (scholars, partners, etc).
3. Develop and Manage Special Projects
  - Coordinate Museum on Main Street, a partnership with the Smithsonian Institution.
  - Manage new partnerships, including but not limited to the Kansas Town Hall program and the Shared Stories of the Civil War reader's theater project.
  - Research and develop new humanities program directions, including digital humanities programs.
  - Research and develop assessment tools, including audience surveys.
  - Serve as support for Grants and assist in program and grant committee meetings.
  - Event planning, including meeting arrangements for board meetings, program orientations, workshops, and other special activities held statewide.
4. Program Promotion and Review
  - Represent KHC to the public. This will include public speaking.
  - Observe and evaluate KHC-supported events.
  - Prepare reports.

## 5. Other Duties as Assigned

### Qualifications

- Bachelor's degree in one of the humanities disciplines. Advanced degree preferred.
- Excellent oral and written communication skills. Strong customer service skills.
- Skilled proofreader, detail-oriented, comfortable working with a database.
- Creative thinker and problem solver.
- Familiarity with Kansas.
- Ability to work effectively with individuals of diverse backgrounds and interests.
- Experience developing and/or coordinating public programs for adult learners.
- Experience with, and connections to, the academic community.
- Basic computer skills (KHC is a Mac office).
- Basic experience with Filemaker Pro database.

This position requires regular in-state travel, some irregular work hours, and some out-of-state travel.

### Salary and Benefits

Competitive. Based on experience. KHC provides health insurance for full-time staff members.

### For questions or additional information

Julie Mulvihill

Executive Director

[julie@kansashumanities.org](mailto:julie@kansashumanities.org)

785-357-0359

### Kansas Humanities Council

The Kansas Humanities Council is a 501(c)(3) nonprofit cultural organization that conducts and supports programs that interpret the history, traditions, and ideas that shape our lives and strengthen our communities. Formed in 1972, KHC is governed by a 22-member Board of Directors and is an affiliate of the National Endowment for the Humanities. KHC is not a state agency.