

Kansas Humanities Council Director of Programs Employment Announcement

Summary of Duties

The Kansas Humanities Council invites applications for a full-time Director of Programs. This staff position manages KHC's grant programs; develops and manages council-conducted programs, including special initiatives, Museum on Main Street traveling exhibitions, Speakers Bureau, Talk About Literature in Kansas book discussion program, and FLIKS, the new film discussion program. This position requires frequent in-state travel, some irregular work hours, and some out-of-state travel. The position reports to the Executive Director.

Qualifications

- Advanced degree in one of the humanities disciplines.
- Excellent oral and written communication skills, with an ability to think creatively.
- Genuine interest in working with others.
- Familiarity with Kansas.
- Ability to work as a team member, but also independently.
- Ability to multi-task, juggling multiple projects with tight deadlines at the same time.
- Ability to work effectively with individuals of diverse backgrounds and interests.
- Experience developing and/or coordinating public programs for adult learners.
- Experience working in a non-profit organization and/or the academic community.
- Comfortable working in a small office environment.
- Strong computer skills.
- Grant writing or other fundraising experience.

Salary

Based on experience. Benefits available.

Application Process

Send a letter of application, resume, and the names and contact information for three references. Include a writing sample. No email or faxed applications accepted. Send application to:

Kansas Humanities Council
112 SW 6th Ave, Suite 210
Topeka KS 66603-3895
Attn: Julie

Timeline

Review of applications begins September 7, 2010 and will continue until a candidate is chosen.

For questions or additional information

Julie Mulvihill, Executive Director
julie@kansashumanities.org or call 785/357-0359

Kansas Humanities Council

The Kansas Humanities Council is a 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 employs a staff of 6 full-time positions. KHC is an Equal Opportunity Employer.