

Position Description

Position Title:	Mitchell Center Programming Coordinator	Date:	Revised March 17, 2025
Reports To:	Director of Mitchell Center	FLSA Status:	Exempt
Department:	Mitchell Center	Position Status (FT/PT)	Full-Time
Location:	Wilmington, DE	Travel Required:	Yes, Occasional
Level/Salary Range:	\$45,000 - \$47,000	Posting Expires:	When Filled
Applications Accepted by:	Klubeck@blackwellhr.com Subject Line: DHS Programming Coordinator	Please include resume, cover letter and 3 professional references	

Job Summary

The Programming Coordinator for the Mitchell Center for African American Heritage at the Delaware Historical Society is an impactful position that works across departments at the DHS and with community partners to produce programming, educational content, and opportunities for public engagement. This position plays a crucial role in expanding the reach and impact of MCAAH through thoughtful, mission-driven programming that fosters meaningful connections with diverse audiences.

Reporting directly to the Mitchell Center’s Director, the Mitchell Center Program Coordinator will work with DHS staff to create, support, plan, and implement MCAAH and DHS programs and community-focused projects. This includes coordinating programs such as exhibits, community engagement initiatives and special events. The position is vital to the execution of Mitchell Center projects and also supports maintaining relationships with community stakeholders in all three of Delaware’s counties, ensuring strong working relationships and meaningful collaborations.

General hours for this position are 9:00 a.m. to 5:00 p.m., Monday through Friday. However, certain programs and events will require weekend and evening hours. Some travel is required, and the position follows a hybrid schedule requiring onsite presence at least three days per week, with the remaining time available for remote work.

Essential Functions and Responsibilities.

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other duties may be assigned as necessary to meet business needs.

Program Development & Coordination

- Collaborate with MCAAH and DHS staff to participate and provide support in the planning and implementation of institution-wide programming and events;

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- Assists in the coordination of a robust calendar of public programs for diverse audiences, working with artists, historians, educators, and community leaders to schedule and execute events and programs;
- Perform research about the African American community using collections and library resources;
- Write content of varying lengths contextualizing African American life and culture in Delaware for public audiences and online learners;
- Support educational initiatives, including workshops, speaker series, and interpretive programming for schools and community groups;
- Work with community stakeholders, historical organizations, and partner institutions to develop and sustain collaborative programming;
- Provide logistical support for in-person and virtual programs, ensuring seamless execution and a high-quality experience for participants.

Marketing & Administrative Support

- Partner with the Communications Coordinator and Graphic Designer to develop and execute social media campaigns and prepare marketing materials to promote MCAAH programs, projects, and African American collections at DHS;
- Assist in developing and coordinating MCAAH yearly programs, including the advisory council meetings;
- Represent MCAAH and DHS at community meetings, events, and conferences to strengthen partnerships and expand outreach efforts;
- Manage event logistics, including scheduling, vendor coordination, registration, and budgeting;
- Support MCAAH administrative functions, including program documentation, participant data tracking, and post-event evaluations to assess impact and inform future programming;
- Other duties to support MCAAH administrative functions and community outreach as assigned.

Qualifications:

Education and Experience Requirements:

- Minimum of one to two years of relevant experience with organizing events, facilitating workshops, gathering meetings, or serving as a community liaison at a public history agency, history museum, historical society, or cultural organization.
- A bachelor's degree is preferred with an interest in any of the following areas: Africana Studies, American History, Education, Public History/Humanities, Sociology, Museum Studies, or related fields.

Knowledge, Skills, and Abilities.

- Proficiency with Microsoft Office Suite programs as well as an understanding of web-based and social media messaging and management.
- Ability to interact with students and the public in a positive, enthusiastic manner.
- Ability to build and maintain relationships with diverse communities and stakeholders.
- Excellent organizational and project management skills, with the ability to handle multiple priorities effectively.
- Effective interpersonal skills and ability to work as part of a team.
- Effective written communication skills and writing skills, with the ability to develop historically accurate and engaging content.
- Positive attitude, an open mind, and flexibility.

Work Environment:

- General office environment
- Hours of work and days are Monday through Friday, 9:00 a.m. to 5:00 p.m. following a hybrid schedule requiring three days onsite.
- Work schedule flexibility is required; some weekends and evenings are required.
- Travel: Occasional

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Benefits:

DHS offers a competitive benefits package including medical, dental, vision, life insurance, retirement plan with employer match, and generous leave time.

Physical Demands:

- Operates a computer and other office productivity machinery, such as a copy machine and computer printer
- Long, uninterrupted periods of time standing and walking.

About the Delaware Historical Society:

The Delaware Historical Society), founded in 1864, preserves, promotes, and shares Delaware’s history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. It stewards nine historic buildings, eight of which are in Wilmington and straddle the 500 block of Market Street. The ninth is the George Read II House & Gardens in Historic New Castle, situated adjacent to the First State National Historical Park, and [HYPERLINK "www.dehistory.org"](http://www.dehistory.org) overlooking the Delaware River. To learn more visit www.dehistory.org.

Field Code Changed

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

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