



Job Title: Hustle Project Sr Manager, Full time

Department: Marketing

Reports to: Chief Strategy & Marketing Officer

Annual Salary Range: \$66,523-\$80,936 depending on qualifications

Position Timeline: Grant supported through June 2028

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

There is nowhere else like Detroit. Our city has an inimitable character & deep-rooted identity that was forged by our hardworking forebearers and refined daily by the dedicated and creative people who fuel it and call it home. The Detroit Historical Society's award-winning Hustle program celebrates the inspiring stories of Detroit's entrepreneurs of color. A few highlights of the first round of The Hustle: nearly 800 nominations, over 73,000 visitors to the exhibit, and awards from the Michigan Museum Association, Association of Midwest Museums and the American Association for State and Local History. We are now focused on launching the next round of the program, focusing on expanded community engagement, deeper partnerships, new programming, and more.

Reporting directly to the Chief Strategy & Marketing officer, the Hustle Project Manager will oversee a well-established program that celebrates Black entrepreneurs through museum exhibitions, events, and community-based programming. This role requires an inspirational leader with the ability to work cross-functionally across departments, cultivate external partnerships, and ensure the successful execution of engaging and impactful programs and events. The successful candidate will have experience managing complex projects with diverse stakeholders and a passion for amplifying the cultural and entrepreneurial achievements of Detroit's Black entrepreneurs. To accomplish the goals of the program the Hustle Project Manager will partner with departments within the Detroit Historical Society (DHS) including but not limited to: Curatorial (oral histories, portraits, collecting), Exhibits (building 6 exhibits), Programs (developing discussions, workshops and 2 Resource Summits), Events (media event, Honoree Announcement, Exhibition Open Houses, Gala), and Education (focusing on High School Youth programming).

The Hustle Project Manager is a full-time, **grant supported position**, reporting to the Chief Strategy & Marketing Officer. **Currently this position is supported through June 2028 (there are no guarantees of an extension past this date).** A hybrid work environment is an option, but a consistent presence in the museums and evening and weekend work related to events and programs will be required.

Major Responsibilities

- **Program Management & Leadership:** Lead end-to-end planning and execution of the program, ensuring timelines, budgets, and deliverables are met, refining the project plan based on past performance and input, and developing KPIs ensuring alignment with the organization's mission and strategic goals.

- Cross-Functional Coordination: Collaborate across multiple internal departments, including Exhibitions, Education, Community Outreach, Marketing, Programs & Events, and Development, to execute high-quality programming.
- Stakeholder & Partner Engagement: Cultivate and maintain relationships with key partners, including community leaders, entrepreneurs, sponsors, and external vendors and other relevant stakeholders, promoting the Hustle across the community of entrepreneurs, and ensuring high level of engagement and participation. Oversee application and nomination processes, expanding reach and ensuring fairness, inclusivity, and accessibility.
- Events Planning and Execution: Work closely with Programs and Events team to develop and execute Hustle events, from concept through to completion, ensuring a seamless experience for honorees and attendees. Events will include a media event, a launch party, two resource summits, and a Gala.
- Program Development & Evaluation: Work closely with Programs and Events team to develop innovative public programming that resonates with diverse audiences and expands the program's reach, and assess program outcomes to measure impact, inform continuous improvement, and align future activities with community needs.
- Education and Outreach: Work closely with Education and Outreach team to develop strategies for reaching new audiences and creating stimulating educational opportunities for youth, assessing program outcomes to measure impact, inform continuous improvement, and align future activities with community needs.
- Budget: Prepare program and event budgets and manage expenses, ensuring cost-effective execution of all activities and timely grant reports. Recruit, select, and manage program vendors from the list of program nominees, working within budget and grant parameters.
- Marketing & Communications Support: Work closely with marketing and communications teams to develop promotional strategies and materials to maximize program visibility, attract nominations, engage applicants, and promote the Hustle's mission and successes.
- Risk Management: Identify and mitigate potential risks to the successful delivery of the program.

Required Qualifications for Successful Position Performance

- Strong project management and time management skills.
- Demonstrated project management experience.
- Excellent organizational, communication, listening, and follow up skills.
- Excellent people skills and team-focused work style.
- Demonstrated ability to prioritize and delegate tasks.
- High sense of personal responsibility and accountability.
- Strategic thinker and problem solver. Ability to anticipate potential issues and be proactive in finding solutions.
- Sound judgment and the ability to make informed decisions.
- Commitment to excellent customer service.

Preferred Qualifications

- Demonstrated experience working within Detroit's entrepreneurial community.

Education and Experience

- A bachelor's degree, advanced degree a plus (or equivalent experience).
- 7 or more years of marketing/sales, programming, or event planning experience.
- Knowledge of event operations and the catering and event industry in the Metro Detroit area.

Compensation & Benefits

DHS offers a comprehensive benefit plan that includes employer-paid short and long-term disability coverages; and medical, dental, and other benefits coverages with employee premium sharing.

- Paid Time Off (PTO) policy of 20 days per fiscal year, plus one (1) paid personal floating day
- Annual salary range for this position depends on qualifications and experience
- Paid holidays
- Paid Parental Leave - After 12 months of qualifying service in coordination with FMLA

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). Please note the salary range prior to sending a résumé and cover letter to the Human Resources Department at humanresource@detroithistorical.org. No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.