
HISTORIC MADISON, INC.

301 WEST SECOND STREET, MADISON, IN 47250 | PHONE: 812-265-2967

WWW.HISTORICMADISONINC.COM

Programs Associate

General Job Description

The Programs Associate is charged with providing direction, coordination, and assistance for all programs and projects connected with Historic Madison, Inc. (HMI). Under the supervision of the Director of Programs, the Programs Associate will work closely with the HMI team of staff and volunteers to support the various areas of operations, including HMI museum properties, special programs, and events such as the Nights Before Christmas Tours, school groups, and group tours. The Programs Associate is a part-time position of 10-20 hours per week.

Job Duties and Responsibilities: (Other duties may be assigned as appropriate)

- Assist the Director of Programs with the development, promotion, and maintenance of a wide range of programs and events within the organization
- Support all HMI property sites & staff by ensuring that museum sites are staffed during scheduled hours and for special programs
- Assist or lead tour operations, including property management and fee collection on tour and event days
- Ability to fill in as a tour guide in case of cancellation or with larger groups
- Able to make change and utilize technology to collect fees electronically
- Assist in the planning of HMI tours and events
- Assist the Director of Programs with the distribution of information
- Provide and maintain accurate records and reports to the HMI Office Staff
- Work at least two weekends a month
- Able to use Apple and Windows products and software proficiently

Qualifications

- Strong verbal and written communication skills
- Knowledgeable and proficient in Microsoft Office and Google Workspace applications
- Strong organization, record-keeping, and planning skills
- Willing and able to represent HMI in a professional, positive, and enthusiastic manner
- Ability to work effectively independently, as a team member, with volunteers, and with the general public
- Interest in event planning, education, historic preservation, and history
- Willing to adjust hours to accommodate the needs of the position
- Be able to effectively manage a wide array of tasks, projects, and responsibilities
- Able to think creatively to resolve problems

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Please email your cover letter, resume, and three professional references to Jessica Spiess, Director of Programs, at programs@historicmadisoninc.com. Applications must be received by August 31, 2026. Only those selected for an interview will be contacted. No phone calls, please.

Historic Madison, Inc., a not-for-profit historic preservation organization, has played a key role in the preservation, restoration, education, and development of Madison's National Historic Landmark District. The organization owns and operates 9 historic properties with the help of countless volunteers.

