



POSITION ANNOUNCEMENT
CONTEST MANAGER
NATIONAL HISTORY DAY®

National History Day® is looking for an energetic and talented individual to facilitate the National Contest and provide assistance and resources to program administrators at the affiliate and local levels.

National History Day (NHD) is a highly-regarded non-profit organization that offers a year-long academic program focused on historical research, interpretation and creative expression for 6 - 12 grade students, culminating in a national competition held in Washington, DC. NHD works with affiliate programs across the US and internationally to implement its programs.

Reporting to the Deputy Director, the Contest Manager will be the primary facilitator of the NHD National Contest and point of contact for participants in the National Contest and for affiliate coordinators in their work with managing their affiliate/state and regional contests. The Contest Manager will work closely with other staff and volunteers throughout the year. Some travel is required for this position.

The ideal candidate is a highly-organized self-starter with superior communication skills who enjoys working with people, is customer-service centered, is passionate about history education, and has experience prioritizing and managing multiple detailed projects with ease and poise. The ideal candidate responds well to a fast-paced environment and possesses superior skills at working both independently and as a member of a team. This individual is skilled and experienced with using software and filing structures as program management tools.

Responsibilities

- Develop thorough fluency with the contest management and registration system and serve as the chief staff expert regarding the system for other staff, affiliate and regional coordinators, and contest participants.
- Continually work with other staff and developer to improve system features through feedback prioritization, and testing.
- Serve as primary liaison between NHD and University of Maryland related to facilitating all National Contest logistics.
- Work with other vendors for items such as contest merchandise, photography, awards, and other items.
- Direct contest planning and preparation throughout the year.
- Manage volunteers, other staff, facilities, contest results, reports, participant questions, and other unforeseen circumstances during the National Contest.

- Write and edit various contest-related materials including instructions, guidelines, and other similar items for multiple forms of distribution.
- Develop and deliver contest-related training, both online and in-person.
- Develop fluency with and provide information about contest rules, procedures, and best practices.
- Troubleshoot and develop solutions for challenges that arise at all contest levels.
- Collect and analyze evaluation feedback from various stakeholders, including creating action items from debrief meetings and ensuring completion.
- Assist with the management of the contest work performed by other team members and interns.
- Assist with teacher and student programming connected to the NHD National Contest in June.
- Provide support, as needed, for other NHD initiatives.

Qualifications

- Undergraduate degree in the humanities or similar discipline
- Superior working knowledge of Word, Excel, PowerPoint, Outlook, and Google Suite
- Superior event and project management skills and experience
- Superior spoken and written communication skills
- Meticulous attention to detail and accuracy
- Ability to work on and prioritize numerous competing tasks at once
- Experience working both independently and as part of a team
- Ability to ask questions and seek assistance, as needed
- Ability to stay calm under pressure in fast-paced environment

Salary and Benefits

In addition to a salary in the range of \$55,000-\$65,000, depending upon experience, we offer:

- Competitive comprehensive health benefits including dental and vision; and
- A 403b retirement plan with employer contributions.

How to Apply

Please submit a cover letter explaining your interest in National History Day®, the position, and your experience, along with your resume. Materials may be emailed to employment@nhd.org with the subject line “Contest Manager.”

August 2019