



Title: Education and Engagement Director

Job Type: Full-time, non-exempt

Reports to: Executive Director

Application deadline: December 31, 2021

Preservation Long Island seeks a museum/education professional to develop and implement all education and engagement initiatives on behalf of the organization with objectives to cultivate and serve new and existing audiences. The incumbent joins a core team of seven and will work with key program-focused employees to translate relevant mission-based activities into innovative live and virtual programs for families, students, and adults that align with best practices in the museum education field. The ideal candidate will lead the Jupiter Hammon Project (see below), collaborating with staff, project advisors, and various stakeholder groups to realize innovative and inclusive programming at a former 18th-century plantation, Joseph Lloyd Manor, and two other historic sites. They will also cultivate and supervise seasonal interpretive education staff and volunteers, implement various programs, and be the principal outreach liaison to schools, community partners, special interest groups, and the visiting public.

Duties & Responsibilities

General Administration

- Facilitate external communications, including community, participant, and partner outreach as well as coordinating participant contracts and forms.
- Maintain the organization's master program calendar, working with other staff to establish and maintain administrative workflows related to researching, promoting, and executing public programs
- Track participant attendance at in-person (live and virtual) programs as well as engagement with all online content and provide regular bi-annual reports
- Schedule and run program-focused meetings with staff, advisors, and relevant committees; preparing agendas and reporting on progress and outcomes.
- Research, write, and administer grants related to educational public programs
- Manage all aspects of the visitor experience including group and private tour logistics and educator scheduling.

Programmatic

- Lead the design, development, and execution of a holistic strategy that integrates all education and engagement programs under a unified vision aligned to organizational priorities.
- Create program content, formats, and resources that leverage PLI's assets against best practices to achieve optimal learning and engagement outcomes for a broad range of audiences, including students and educators.
- Implement all on-site and virtual education/enrichment programs, working collaboratively as a team leader with historic house educators, interns, special event contractors and talent, and key programmatic staff.

- Collaborate with the Curator on the assessment and redesign of historic house interpretive methodologies and content with an eye towards nontraditional cross-disciplinary learning experiences that encourage critical thinking, reflection, dialogue, and action.
- Develop metrics for success, employing the proactive “Plan-Do-Study-Act (PDSA) cycle of evaluation to support the growth of programs.
- Develop and adapt online educational content for PLI’s website, e-news, and social media outlets, including video, interactive maps, and blog posts; collaborate with communications staff to parlay content into promotional materials across platforms for strategic marketing.
- Be an ambassador for the organization to local schools, colleague organizations, and various social networks both on-line and actual to build collaborative relationships and new audiences.

Qualifications

This position requires a self-motivated, organized, creative problem-solver with excellent research, written, and interpersonal communication skills; the ability to manage time and motivate people; and a facility for cross disciplinary thinking that embraces new media technologies. The candidate must have knowledge of museum education and/or classroom teaching, and be able to design intergenerational programs for diverse audiences including students. Strong technical and digital skills are essential and should include proficiency in Adobe Creative Suite, Microsoft Office, and various content management systems such as WordPress and ArcGIS StoryMaps along with a demonstrated ability and desire to learn other digital platforms. A bachelor’s degree is required and an advanced degree in museum studies, public history, or related field is preferred. Experience in historic house interpretation and developing web-based video content is also preferred. The ideal candidate will operate effectively both independently and in a collaborative team environment.

Preservation Long Island is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Terms

This is a non-exempt salaried full-time position requiring a total of 40 hours per week including some evening and weekend hours for special events and programs. Candidates must have a valid US driver’s license and access to a car for travel to meetings, events, and historic sites throughout the region. Full-time employee benefits include medical insurance, retirement account, paid sick leave, generous paid holidays and vacation time, and hybrid in-person/remote scheduling. Proof of Covid-19 vaccination is required. Salary range is \$45,000 - \$55,000.

How to Apply

Interested applicants should submit a cover letter, CV/resume, and two work samples (e.g. public program descriptions/collateral materials, lesson plans, facilitated conversation question prompts, recorded video or other web-based content, educators’ interpretive manual, etc.) to:

Education and Engagement Director Search, info@preservationlongisland.org
 For additional information: www.preservationlongisland.org

About the Jupiter Hammon Project

The Jupiter Hammon Project is a long-term initiative to expand interpretive programming at the Joseph Lloyd Manor, an 18th-century Northern plantation owned and operated by Preservation Long Island. Project development entails the inclusion of descendant communities and other stakeholders in the process of representing the story of Jupiter Hammon (1711– c.1806), the first published African American poet who lived and wrote as an enslaved person at the dawning of a new Republic. The project's ultimate goal is to reflect a fuller and more nuanced understanding of the multiple events, perspectives, and peoples that shaped Joseph Lloyd Manor's history and to provide visitors with responsible, rigorous, and relevant encounters with Long Island's history of enslavement and its ongoing impact on society today.

About Preservation Long Island

Headquartered in Cold Spring Harbor, NY, Preservation Long Island advances the importance of historic preservation in the region through advocacy, education, and stewardship. Working to raise awareness, appreciation, and support for the protection of a shared past, our program areas include interpreting three historic sites; collecting art and material culture pertaining to Long Island history; creating publications, exhibits and public events (both in-person and virtual); and providing direct support and technical assistance to individuals and groups engaged in local preservation efforts. Our mission is to celebrate and preserve Long Island's diverse cultural and architectural heritage through advocacy, education, and stewardship of historic sites and collections.