



Title: Director of Education and Public Programs

Job Type: Full-time, exempt

Reports to: Executive Director

Preservation Long Island seeks a museum/education professional to develop and implement all education and public program initiatives with objectives to cultivate and serve new and existing audiences. The incumbent joins a core team of seven and will work collaboratively to translate relevant mission-based activities into innovative live and virtual programs that align with best practices in the museum education field. They will cultivate and supervise seasonal interpretive education staff at four historic properties, develop and implement programs for students, teachers, and the general public, and be the principal outreach liaison to schools, community partners, and visitors.

Duties & Responsibilities

Leadership

- Lead the design, development, and execution of a holistic strategy that integrates all education and public programs under a unified vision aligned to organizational priorities.
- Schedule and run program-focused meetings with staff, advisors, and relevant Board committees, preparing agendas and reporting on progress and outcomes.
- Oversee evaluation of school programs, historic house tours, annual exhibitions, and 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.
- Research, write, and administer grants related to educational programs and provide data for reporting and analysis.
- Manage budgets and expense tracking for school programs, historic house staff, and public programs.
- Recruit, train, and manage team of Educators across three historic house museums and Gallery Attendants at PLI's Exhibition Gallery.
- Present and promote PLI's education initiatives at professional conferences and outreach events.
- Lead the Jupiter Hammon Project, collaborating with staff, project advisors, and various stakeholder groups to realize innovative and inclusive programming at a former 18th-century plantation, Joseph Lloyd Manor.

Historic Houses and Exhibitions

- Collaborate with the Chief Curator and Director of Collections to interpret Joseph Lloyd Manor, Sherwood-Jayne Farm, and the Custom House, adopting current best practices in museum education and incorporating new research.
- Manage all aspects of the visitor experience including group and private tour logistics and Educator scheduling.

School Programs

- Develop K-12 field trips, in-school programs, and lesson plans that align with the New York State curriculum and encourage critical thinking, reflection, dialogue, and action.

- Maintain a database of school district contacts and conduct outreach efforts to grow relationships with local school districts

Public Programs

- Oversee (suggest, public programs tied to PLI's mission, including its collections, exhibitions, and preservation initiatives. Design promotional materials, including websites, social media posts and flyers.
- 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 attendance at all historic houses, including school trips, and public programs.

Other

- Develop and supervise summer internship projects for high school, college, and graduate students in collaboration with the Chief Curator and Director of Collections and Preservation Director.
- Produce digital resources, including virtual tours, interactive maps, and blog posts.
- Facilitate professional development workshops for teachers and PLI's Educators.
- Be an ambassador for the organization to local schools, colleague organizations, and various social networks both online and in person to build collaborative relationships and new audiences.
- Deliver school programs and public tours, as needed.

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 education, 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. Exerting up to 25 pounds of force occasionally required to lift, carry, push, pull or otherwise move objects. On occasion, the employee may be required to work outside events with weather conditions including heat and cold.

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 an 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 are expected to be on-call on weekends when the historic properties are open from June to October in case of emergencies.

Candidates must have a valid US driver's license and access to a car for travel to meetings, events, and historic sites throughout Long Island (Lloyd Neck, East Setauket, and Sag Harbor.) Proof of Covid-19 vaccination is required.

Please send a cover letter and resume to EducationDirectorJob@preservationlongisland.org.

Benefits

The annual salary for this position is \$67,000. Full-time employee benefits include medical and vision insurance, retirement account with employer matching, paid sick leave, generous paid holidays and vacation time, and hybrid in-person/remote scheduling, with at least 3 days per week physically present at our Cold Spring Harbor, NY headquarters.