

Education and Outreach Coordinator

Part-time position, 16 hours/week with flexible schedule, occasional evening and weekend hours required. Compensation \$20/hour with opportunities for position growth.

Position Summary

The Education and Outreach Coordinator is responsible for the development, promotion, implementation and evaluation of educational and interpretive programs for visitors, school and scout groups, and community audiences. This position also serves as an advocate for the museum in the community, recruits and supervises volunteers, fosters partnerships and collaborations, and ensures an engaging and positive museum-going experience for all visitors. The part-time position reports to the director and interfaces with visitors, other staff members, trustees and volunteers.

Responsibilities include, but are not limited to:

- Fostering relationships with local schools and organizations and scheduling visits and tours
- Overseeing and expanding existing programs, including Sunday at the Society lectures, On the Road tours, Member Book Club, Oral History program, and children's camps
- Creating outreach materials and activities consistent with the local school history curriculum
- Collaborating with the Collections Consultant to develop engaging visitor materials, programs and events that correlate with exhibits and local area history topics
- Contacting lecturers, craftspeople, re-enactors, teachers, and others to engage their participation
- Promoting Society educational programs using the Society website and social media
- Recruiting and managing volunteers to assist with visitors, programs, and events
- Soliciting in-kind donations and sponsorships for programs and events
- Interacting with visitors and assisting with inquiries and research requests
- Serving as an advocate for the Society in the community and working to forward the Society's mission through development of community collaborations and partnerships
- Providing organizational backup in the absence of the director
- Additional responsibilities may include assisting at special events and serving as a Museum representative for various off-site activities as needed, and other administrative duties as assigned

Qualifications

- Possession of a bachelor's degree, preferably in education, history, museum studies, humanities or a related field, plus at least four years related experience, or an equivalent combination of education and experience
- Sound computer skills, particularly in using Microsoft Office; familiarity with email marketing (MailChimp, Constant Contact) systems and social media preferred
- Strong verbal and written communication, as well as interpersonal and relationship building skills with demonstrated ability for effective outreach and audience-building
- Demonstrated experience working with educational programs and/or community groups

About the Northport Historical Society

The mission of the Northport Historical Society is to preserve and promote pride in the heritage of Northport and its surrounding communities of Asharoken, Crab Meadow, East Northport, Eaton's Neck, and Fort Salonga. We are entrusted with discovering, collecting and interpreting the historic objects, documents, photographs and other material that will continue to inform our lives and posterity.

We maintain a museum and research library in a landmark building where artifacts associated with the area's history are curated and displayed. We seek to illuminate our legacy through educational programs, exhibits and social activities. We work with others to maintain the character of the Northport area through supporting efforts to preserve historic structures and spaces.

How to Apply

Interested applicants should submit a cover letter and resume by email to:
nhsdirector@northporthistorical.org

Subject line: Education and Community Outreach Coordinator

NO PHONE CALLS. Only those candidates selected for an interview will be contacted. Application period will end April 1.