



EDUCATION COORDINATOR

Position Description: The Education Coordinator is responsible for developing and coordinating educational programs at Historic Huguenot Street and assisting with their promotion. This includes educational and recreational programming, children's and family programs, group tours and school tours. Helps nurture connections and collaboration with the surrounding community. Working with the Director of Visitor Services, the Education Coordinator hosts public programs and special events. The Education Coordinator is a key part of the Public Programs and Events Team and strives to ensure a consistent and dynamic guest-focused outlook. This is an hourly position of approximately 34 hours per week May through October and 22 hours per week for the remainder of the year. This position requires multiple evening and weekend hours, especially between May and October. The Education Coordinator reports to the Director of Visitor Services.

Duties and Responsibilities:

Programming

- Develop and implement new educational and recreational programs designed to broaden appeal of Historic Huguenot Street and reach identified target populations
- Coordinate established Children's and Family Programming including but not limited to summer camps and Colonial Overnights. Develop new programming concepts to share with the Programs and Events Team.
- Research and participate in programming offered at other cultural and historical sites.
- Assist with other events and programs, lead tours and staff Museum Shop as needed

Group and School Tours

- Drive content and structure of school tours and outreach activities. Develop and update school tour curriculum and activities to ensure that they are consistent with New York State Learning Standards for Social Studies. Develop new on-site and off-site program ideas which highlight aspects of the Historic Huguenot Street story and allow HHS to reach multiple grade levels. As needed, tailor outline and activities to meet special needs.
- Assist in the promotion of adult and school group tours.
- Book tour groups including schools and travel agencies. Take lead role on these tours with assistance from the Director of Visitor Services and other staff and volunteers.

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Walk-In Guided Tours

- Assist the Director of Visitor Services and the Programs and Events Team (on an as-needed basis) with revision of site and house museum interpretation
- Assist the Director of Visitor Services in ensuring that the DuBois Fort Visitor Center is consistently presentable for guests, that literature is sufficiently stocked and neatly presented and that guides have necessary supplies.
- Conduct walk-in tours and aid the lead tour guide on an as-needed basis in the absence of the Director of Visitor Services.

Administrative and Other

- Assist the Director of Visitor Services in training guides and staff.
- Work with the Director of Visitor Services to develop and implement a volunteer management program that recruits high-quality volunteers for well-defined positions.
- Assist in the evaluation of programming activities and collect visitation data at all programs and special events.
- When needed, open the DuBois Fort Visitor Center, raise flags and open museum buildings.
- Provide excellent service to visitors, members and donors and, by example, encourage guides to do the same.
- Work with other staff and volunteers to ensure a consistently high standard of orderliness and tidiness in all areas open to the public. Report security, safety and maintenance problems to Building and Grounds Department, security and/or Collections Department immediately and ensure that issues are promptly resolved.
- Other duties as may be assigned by the Director of Visitor Services.

Qualifications: Education and programming background required, including knowledge of New York State Learning Standards. Experience in a similar cultural setting (especially with an historic site) strongly preferred. Prior experience in writing and working with educational and interpretative materials also preferred. Preference given to applicants possessing an Elementary Education, History, Library Science and/or similarly related degree. Strong organizational, public speaking and interpersonal skills a must. Ability to problem solve and work collaboratively and diplomatically with co-workers, volunteers and community members. Commitment to the organization's mission, goals and standards required.

To Apply: Please submit current resume and cover letter to:

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