

The Schenectady County Historical Society seeks a creative and action-oriented Education & Programs Manager to lead educational programming at the Schenectady History Museum, the Mabee Farm Historic Site, and throughout the Schenectady community. This is a full-time position with benefits.

JOB DESCRIPTION

The Education & Programs Manager is responsible for developing and strengthening a forward-thinking roster of public programs for learners of all ages that provoke thought and encourage engagement. A significant aspect of this role is building new relationships in the community and launching initiatives that will bring SCHS resources into classrooms and afterschool programs throughout Schenectady County. The Education & Programs Manager actively recruits, trains and supervises volunteers, and fosters an inclusive and collaborative atmosphere. This position reports to the Executive Director while working closely with SCHS staff and committees, and assists where needed across SCHS sites and project. The incumbent will split his/her time between SCHS sites as needed and directed, and will conduct regular outreach programs off-site; flexibility is essential. Duties include:

- Builds and strengthens partnerships with K-12 schools, community youth groups, and other organizations identified as strategic SCHS partners
- Strengthens, innovates, and leads all K-12 onsite and outreach school programs
- Develops and administers a diverse slate of youth and adult programming through identification of themes, audience, and interpretive methods (includes on- and off-site tours, events, workshops, lectures, concerts, and more)
- Develops strategies that grow museum education and engagement of visitors
- Recruits, trains, coordinates, and supervises museum teachers, docents, and volunteers
- Personally presents programs and tours
- Maintains a high level of content knowledge of the history of Schenectady County
- Assists in the development of SCHS-wide interpretive planning
- Collaborates with SCHS staff to develop interactive exhibition tools
- Represents SCHS publicly at events and outreach programs
- Assists where needed, including but not limited to administrative and operational tasks, farm animal feedings, special events, and in the gift shop

Required Qualifications

- Master's degree in museum studies, education or a related field plus one year relevant professional experience OR Bachelor's degree in history, education or related field plus three years relevant professional experience
- Knowledge of NYS curriculum standards, education and interpretive best practices, and the pedagogy of object- and place-based learning in history
- Understanding of and love for public history

- Highly action-oriented
- Passion for working with learners of all ages, especially children
- Proficiency with Google Drive/Docs, social media tools, and basic web design
- Excellent oral and written communication skills
- Ability to multitask and maintain multiple projects at once
- Ability to work Saturdays and some evenings (this position is Tuesday - Saturday)
- Ability to work back and forth between sites

Preferred Qualifications

- Professional experience developing and implementing outreach programs in schools and community groups

About the Schenectady County Historical Society

The Schenectady County Historical Society is a private, not-for-profit organization founded in 1905 with a mission to share stories, inspire dialogue, and encourage understanding of the history, people, and cultures of Schenectady County. SCHS brings to life the region's dynamic history through interactive exhibits, talks, workshops, concerts, education programs and community events for all audiences at the Mabee Farm Historic Site (the oldest farmstead in the Mohawk Valley), the Grems-Doolittle Library, and the Schenectady History Museum.

To Apply

Please send a resume, cover letter, and a short writing sample to Mary Zawacki at director@schenectadyhistorical.org.