

## **K-12 Program Manager**

About Historic Hudson Valley (HHV): Historic Hudson Valley is a Westchester-based cultural non-profit that welcomes visitors to four National Historic Landmarks. The Education department of HHV offers an array of school programs, public tours and programs, and digital offerings for audiences that include K-12 teachers and their students; families seeking weekend leisure activities; and a diverse array of heritage tourists. HHV has a national reputation for groundbreaking on-site interpretation and award-winning digital content in the content areas of Northern colonial and New Nation enslavement, regional women's history, and storytelling.

In conjunction with Education department leadership, the **K-12 Program Manager** is responsible for the planning, prototyping and execution of high-quality, inclusive K-12 educational programs, (both in-person and digital), content, and hands-on activities for HHV's historic sites; leading scheduled onsite and virtual field trips; building relationships with schools and conducting outreach to teachers; leading HHV staff training in K-12 resources; facilitating teacher professional development; and supporting Education department public programs.

About the Job: The K-12 Program Manager works in conjunction with Education colleagues to research, develop, and implement content and programs for K-12 educators and students. Responsibilities include but are not limited to:

- Under the direction of the Director of Education, leading the planning, prototyping and delivery of high-quality, inclusive field trips and hands-on activities for Sunnyside and Philipsburg Manor and starting in 2028 Van Cortlandt Manor.
- Training museum educators in the delivery of on-site field trips;
- Overseeing the planning and delivery of teacher professional development workshops and other opportunities for teachers;
- Managing the outreach program, including in-classroom visits, for schools and community learning partners, helping to develop and maintain relationships with partner organizations;
- Supervising the position of K-12 Program Assistant;
- Assisting with HHV's Educator Advisory Council;
- Cultivating educators and community leaders to engage in HHV's programs and mission;
- Working in conjunction with Library and Curatorial colleagues to research and assemble historical and curricular resources for field trips, teacher resources and digital content development;
- Contributing to the development of tour scripts, interpretive plans, training manuals and other related materials;
- Participating in the design and delivery of audience and school evaluation projects;
- Gaining a fluency with the "state of the field" of American slavery studies;
- Knowledge of current trends in museum education and K-12 social studies/history instruction; and a fundamental understanding of NYS curricular standards in ELA, social studies/history, and visual arts;
- Serving as MOD at HHV sites on a regular basis;
- Assisting with the set up and break down of events; and
- Other duties as required to advance Historic Hudson Valley's mission and strategic goals.

### Requirements:

- Classroom teaching experience highly preferred
- Demonstrated experience in museum education (historic house museums preferred) and in teaching complex subjects such as American slavery or women's history
- Strong organizational and communications skills
- Self-motivated; ability to start a project and see it through to completion
- Initiative, resourcefulness, and creativity
- Great people skills, at ease with visitors and colleagues alike
- Bachelor's degree in history, education, or a related field; Master's degree in history, public history or museum studies preferred
- Fluency with Microsoft Office suite, Zoom, and project management tools such as Slack, Basecamp, Google Docs/Sheets, etc.
- Ability to speak additional languages a plus
- Must be able to arrange or provide for own transportation to and from HHV's historic sites; please note that public transportation can be difficult in the area

*We recognize that it is highly unlikely that someone will meet 100% of the qualifications for each role. If much of a job description applies to you, then please apply for the role.*

### More about this job

- Combination of office and on-site/outdoor work
- Travel among all historic sites, plus HHV main office
- Occasional moving of event materials (up to 30 lbs.)
- Some travel to schools and conferences
- Regular weekend and some holiday and evening hours are required
- This position is a busy, fast paced job that requires someone who is comfortable walking long distances, up and down stairs, and over uneven outside terrain in all weathers

### Benefits for this position include:

- Employer-sponsored medical benefits.
- 401K with Employer-paid contributions.
- Paid time off, family leave, and parental leave.
- Employer-sponsored life and AD&D insurance.
- Other voluntary insurances including Pet insurance, Hospital indemnity, accident, and critical illness.
- Annual salary is \$65,000

*Employees of Historic Hudson Valley enjoy additional benefits such as a generous discount in the Museum Shop, opportunities to participate in enrichment activities, and free or discounted admission to a variety of museums and historic houses in the area.*

Historic Hudson Valley values representation and is committed to a workforce that exemplifies acceptance across race, gender, age, ability, religion, and identity. A sense of belonging in our workforce is an integral part of our history and culture; honoring all voices of the past and present is central to our mission and impact.

Alternate forms of application will be considered, including video resumes, visual cover letters, or other ways of expressing your qualifications and interest. If you require specific accommodations to complete your application, please contact the Director of Education, Nicole Wallace, at [nwallace@hudsonvalley.org](mailto:nwallace@hudsonvalley.org).

To apply to the position please visit: [www.hudsonvalley.org/employment](http://www.hudsonvalley.org/employment) and submit a resume, cover letter, **and 500-word writing sample which responds to the following prompt:**

*Historic Hudson Valley is launching a new field trip program for high school students exploring the women's suffrage movement in the Hudson Valley. The Education Department is seeking local school districts to pilot the program during its inaugural year.*

*Imagine you are the K–12 Program Manager responsible for introducing this opportunity to prospective school partners. Write a persuasive introductory letter to a superintendent, curriculum director, or high school principal encouraging their district to participate in the pilot program.*

**Disclaimer:** Applicants are expected to submit application materials that are truthful, accurate, and reflective of their own experience, qualifications, and communication abilities. Misrepresentations or fabricated information may result in disqualification from consideration or withdrawal of an offer.