JOB DESCRIPTION

Position Title: Education and Outreach Associate
Department: Education
Reports To: Director; CAO; Director of Education
Status: Full-Time, Non-exempt
Schedule: 40 hours per week, Monday–Friday, 9:00 AM – 5:00 PM (occasional evenings required for special programs; occasional Saturday or Sunday coverage may be required in cases of emergency, with schedule rearranged accordingly)
Salary Range: $40,000–$45,000 annually, commensurate with experience
Location: The Bronx County Historical Society (with work across our sites)

About The Bronx County Historical Society

The Bronx County Historical Society (BCHS) was founded in 1955 to preserve and share the rich heritage of the Bronx through its museums, archives, educational programs, and public events. We serve a diverse community of students, scholars, families, and history enthusiasts through tours, lectures, exhibitions, and digital content. Our educational programming spans the full breadth of Bronx history, from Poe to the Revolutionary War to hip hop and everything in between, with a strong community-based focus.

Position Overview

The Education and Outreach Associate is a key member of the Education Department, reporting to the BCHS Director, CAO, and Director of Education. This role combines direct visitor engagement—leading tours at our historic sites and programming for special events—with behind-the-scenes work in communications, membership and donor outreach, program coordination, website management, volunteer oversight, and content development. The ideal candidate is a versatile, detail-oriented professional who enjoys both public-facing work and administrative tasks, and who is passionate about making Bronx history accessible to local communities and beyond.

Key Responsibilities

Tours & Visitor Engagement

- Schedule and conduct school, group, and private tours at the Museum of Bronx History and Poe Cottage during the week (Monday–Friday).

- Fill in at either the Museum of Bronx History or Poe Cottage on Saturdays (10:00 AM–4:00 PM) or Sundays (1:00 PM–5:00 PM) in cases of emergency, providing guided tours and welcoming visitors, with schedule rearranged accordingly.
- Maintain cleanliness of the building and grounds during shifts, and promptly alert supervisors to any maintenance or exhibit upkeep issues.
- Log visitors using guest book and electronic ticketing system.
- Process cash and credit card payments during shifts and maintain accurate payment logs.

Training & Oversight

- Provide training and ongoing oversight to part-time paid docents at the museums.
- Provide training and oversight to volunteers working in the museums and supporting educational programming.
- Serve as a point of contact for docents and volunteers, ensuring they have the resources and guidance needed to represent BCHS effectively.

Outreach & Community Engagement

- Conduct targeted outreach to local schools, public libraries, and community groups to encourage museum visitation and program attendance.
- With CAO, engage current and potential BCHS members in programs and fundraising efforts, maintaining up-to-date membership records and logging interactions.

Website & Digital Communications

- Update and maintain the BCHS website using Squarespace, ensuring content is current, visually consistent, and user-friendly across desktop and mobile.
- Create graphics for e-blasts and social media to promote BCHS events and programs.
- Operate and manage BCHS's Mailchimp, Instagram, Facebook, and YouTube channels, driving engagement and growing the organization's digital presence.
- Coordinate contributions to the BCHS newsletter (published three times per year).

Educational Publications & Content Development

- Compose, edit, contribute to, or otherwise assist with occasional BCHS educational publications, including both online and physical formats.
- Develop written and visual content for educational materials that support tours, school programs, and public programming.
- Ensure all educational content reflects current historical scholarship and is accessible to a range of audiences, from school-age children to adults.

Program Support & Coordination

- Work with the Director of Education and BCHS Director to organize educational programming throughout the year, including walking tours, lectures, film screenings,

book talks, virtual events, and exhibit-related programming—all focused on Bronx history and grounded in community engagement.
- Staff programs as needed, providing on-site support and ensuring positive experiences for attendees.
- Liaise with volunteers, teaching artists, and community members who contribute to BCHS programming, maintaining strong, positive relationships.

Administrative & Operations Support

- Enter museum visitation and program attendance numbers, as well as sales data, into BCHS records on a weekly basis.
- Assist CAO with the annual golf and dinner fundraisers as needed.

Qualifications

Required:

- Bachelor's degree in history, education, museum studies, communications, or a related field.
- Excellent written and verbal communication skills.
- Comfort working with diverse audiences, including school groups, families, and adults.
- Proficiency with social media platforms (Instagram, Facebook, YouTube) and email marketing tools (Mailchimp or similar).
- Experience with website content management systems, preferably Squarespace.
- Basic graphic design skills (Canva, Adobe Express, or similar tools).
- Familiarity with Google Suite.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a small, collaborative team.
- Flexibility to work occasional evenings and Sundays as needed.

Preferred:

- Experience in a museum, historical society, or cultural institution.
- Familiarity with Bronx history or New York City history.
- Experience with membership databases or CRM systems (FileMaker Pro experience is a plus; training can be provided).
- Experience developing educational materials or publications, in both digital and print formats.
- Supervisory or training experience with staff or volunteers.
- CPR/First Aid certification (or willingness to obtain).

Physical Requirements:

- Ability to stand and walk for extended periods while leading tours.

- Ability to lift and carry up to 25 pounds (e.g., materials for programs, exhibit-related items).
- Comfort navigating historic buildings with stairs and varied terrain.

Compensation & Benefits

- Salary: $40,000–$45,000 annually, commensurate with experience.
- CIRS (New York State Cultural Institutions Retirement System) pension plan, after one year of employment.
- 401(k) plan, after 3 months of employment.
- Group life insurance, after 3 months of employment
- 10 days of personal leave (vacation) during the first year of employment; 15 days annually thereafter.
- 6 days of sick leave annually.

New York State Legal Compliance

The Bronx County Historical Society complies with all applicable New York State laws regarding job postings and hiring:

- **Pay Transparency:** As an employer with four or more employees, BCHS includes the minimum and maximum annual salary for this position in compliance with the New York State Pay Transparency Law (effective September 17, 2023).
- **Vacancy Disclosure:** This posting is for an existing, current vacancy. Under New York State law, employers must clearly disclose whether a job posting represents an actual existing position.

To Apply

Please submit a resume, cover letter, and four professional references to administrator@bronxhistoricalsociety.org with "Education and Outreach Associate Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

The Bronx County Historical Society is an equal opportunity employer and encourages candidates of all backgrounds to apply.