Position Available
Manager of Elementary Programs
New-York Historical Society

The New-York Historical Society, one of the country's preeminent educational and research institutions, is dedicated to presenting public programs and fostering research that reveal the dynamism of history and its influence on the world of today. Founded in 1804, its mission is to explore the richly layered history of New York City and State and the country, and serve as a national forum for the debate and examination of issues surrounding the making and meaning of history.

The Education Department is an integral part of achieving the Society’s mission. Through object- and inquiry-based programming, the Society brings history to life for tens of thousands of students and teachers each year.

The Manager of Elementary Programs will help us expand the reach of our educational programs at the elementary school level. Responsibilities for this position include but may not limited to:

• Revise existing programs and develop new programs for elementary students and teachers;
• Assist with hiring, training, and evaluating educators for school programs and student gallery experiences;
• Collaborate with department staff on creating curriculum materials to accompany major exhibitions;
• Conduct Teacher Professional Development sessions;
• Cultivate relationships with elementary principals and teachers;
• Oversee production of yearly Education brochures and other departmental communications;
• Monitor the upkeep of the Education Department database system;
• Teach onsite and offsite school programs;
• Some weekend and evening work required.

Qualifications:

• Bachelor’s degree in education, history, art history, museum education, or a related field; MA preferred;
• Experience working with elementary children and teachers in educational or youth programs; classroom teaching experience a plus;
• Experience writing and developing standards-based curriculum materials;
• Extensive knowledge of the New York City Department of Education;
• Experience providing professional development for teachers;
• Extensive knowledge of and interest in American history and art;
• Excellent oral and written communication skills;
• Knowledge of database systems; knowledge of web-based applications a plus.

Interviews for this position will take place in mid-late May, with an expected start date of July 9, 2007. All applicants to be interviewed will be notified by May 10.

Salary: $40-45K, commensurate with experience plus benefits

To apply, interested individuals should send a cover letter (including salary history) and resume to:

Education Department
Manager of Elementary Programs Search
Schoolprograms@nyhistory.org

Please state “Manager of Elementary Programs Application” in the email subject line. No phone calls, faxes, or postal mail please. All cover letters and resumes should be sent via email to the address above. Attachments should be in either MS Word or PDF format only.