



The Old Stone Fort Museum Complex ● 145 Fort Road, Schoharie, NY 12157
518-295-7192 ● 518-295-7187 fax ● www.TheOldStoneFort.org

Employment Opportunity

Educational Outreach Director - The Schoharie County Historical Society is seeking an energetic, well-organized person to establish a new full-time position. Primary duties are management of visitor services at the Lansing Manor historic house museum located at the New York Power Authority Visitor Center in North Blenheim, NY. Additional duties will include conducting and promoting educational group programs at the Old Stone Fort Museum, in schools and elsewhere. Master's degree in Museum Studies or a NY State teaching certificate preferred, or Bachelor's with equivalent combination of relevant education and experience required. See the full job description at www.theoldstonefort.org. This is a one-year pilot program with the probability of an additional 3 to 5 year contract. Salary \$3,000 per month through December 2017.

Send detailed cover letter and resume by April 5 to:

applications@theoldstonefort.org, Subject Line: Outreach Application;

or via postal mail to:

Outreach Application
Old Stone Fort Museum
145 Fort Road
Schoharie, NY 12157



EDUCATIONAL OUTREACH DIRECTOR Position Description

This year-round position is derived from an Operating and Maintenance Agreement – as currently in effect and subject to change – between the Schoharie County Historical Society and the New York Power Authority (NYPA), reporting to the Old Stone Fort Museum Director and/or the Museum Curator. As the Lansing Manor Museum site manager, the position involves staff supervision, NYPA liaison, interaction with the general public, and with students, teachers, school administrators and tour planners.

An outgoing professional manner, excellent verbal and written communication skills, use of Microsoft Office, desktop publishing and a specialized database with attention to detail are required. The ability to operate independently, handling multiple tasks and deadlines, is essential.

Primary duties include:

- Manage all aspects of visitor services for the Lansing Manor Museum, including staff training, scheduling, supervision and routine cleaning and dusting. Serve as the primary point of contact for the NYPA Visitor Center staff, and coordinate scheduling with regard to all special events and activities occurring on the NYPA grounds
- Plan and coordinate special activities and events at Lansing Manor in conjunction with the NYPA Visitor Center management.
- Maintain an inventory and monitor the condition of the artifacts on exhibit at the Lansing Manor Museum in accordance with the Historical Society Collections Policy, reporting to the Curator.
- Monitor and report any structural or maintenance issues regarding the Lansing Manor building(s), reporting to the NYPA Visitor Center Manager and the Curator.
- Conduct and assist with educational group tours and programs at the Lansing Manor and Old Stone Fort museums, and promote the availability of such programs to schools, community groups, and elsewhere via personal contact and all forms of communications media.
- Attend meetings of the Historical Society Education Committee, Programs Committee, NYPA Visitor Center staff, tourism planners and others as required by the Museum Director.

Secondary duties include:

- Be familiar with New York State and Common Core curriculum requirements for Social Studies and keep abreast of current developments in the field of museum education.
- Attend relevant conferences and workshops, as required or approved by the Museum Director.
- Develop educational resources for all ages and learning abilities to interpret the Lansing Manor Museum, the Old Stone Fort Museum Complex and their collections on-site, in schools, on-line and elsewhere.
- Assist with training of Old Stone Fort interpreters and tour guides.
- Other duties as assigned.