

Job Description: Public Programs Coordinator 2023

Historic Saranac Lake seeks a Public Programs Coordinator who will demonstrate enthusiasm for the history, culture, and architecture of the Saranac Lake region, past, present, and future. We are looking for a candidate who approaches local history with curiosity and creativity. The candidate should be an excellent communicator, which includes not only teaching about local history, but also listening to and learning from community members from diverse backgrounds.

The Public Programs Coordinator will serve residents and visitors of all ages with quality educational programs, including talks, tours, school programs, and other on-site, off-site, and virtual initiatives. This staff member is responsible for planning and coordinating public programs on the Cure Porch on Wheels and for coordinating the Oral History Project. A portion of the Public Programs Coordinator's time is spent staffing the museum. The Public Programs Coordinator will report to the Executive Director and Board of Directors.

Public Programs Duties

- Develop events and programs (in person and virtual) at the museum for visitors of all ages, including lectures, concerts, films, and other programs.
- Coordinate with local organizations and businesses to implement a comprehensive schedule of tours throughout the community linking and interpreting area historic and cultural sites. Develop a schedule of paid programs to help support ongoing activities.
- Recruit, train, and oversee volunteers to lead tours. Develop tour and presentation materials that can be used by staff members and volunteers for a variety of audiences.
- Plan and implement a schedule of public programs on the Cure Porch on Wheels, bringing the mobile museum to at least six off site locations per year.
- Plan, coordinate, and lead school outreach efforts.

Oral History Duties

- Coordinate the Oral History Project, scheduling and conducting interviews.
- Recruit and train volunteers to lead interviews.

Museum Duties

- Provide staff coverage at the museum four days per week, including Saturdays, year-round.
- Recruit, train, and supervise volunteers to assist with staffing the museum.

Other Duties

- Assist with identifying grants to support programs. Assist with grant writing and reporting.
- Recruit, train, and supervise at least one high school summer intern to help staff the museum and assist with projects during the summer.
- Contribute content to the twice annual Newsletter and to HSL's wiki website of local history.
- Update the HSL website as needed.

- Participate in the creation of social media content, including virtual tours and events. The Archivist/Curator coordinates the content for publication.
- Perform occasional light housekeeping to ensure the museum is always ready for visitors.
- Other duties at the request of the Executive Director and the Board.

Qualifications:

- Bachelor's degree required.
- Demonstrated skills and experience as a youth educator.
- Keen interest in and enthusiasm for the history of the Saranac Lake area.
- Strong leadership skills with the ability to take initiative and be a self-starter.
- Excellent interpersonal communication and writing skills; excellent public speaking abilities.
- Outstanding relationship-building skills.
- Proven organizational skills.
- Familiarity with using technology for programming and willingness to learn new software.

Terms of Employment as of May 2023

This is a full-time (40 hours per week) non-exempt position. The pay rate is \$20.00 per hour. The typical work schedule is five days a week, Tuesday - Saturday. Health benefits are available to employees, but not their dependents, who work over 20 hrs. per week, after a 30 day waiting period. Employees who choose coverage split the cost with HSL. New employees are eligible to pay into an IRA program in January. Contributions are matched up to 3% of salary by HSL. Employees also receive vacation days, sick days, holidays, and personal days.

Hiring Schedule

Applicants should submit a **cover letter and resume** by mail to 89 Church Street, Suite 2, Saranac Lake, NY 12983) or by email to chessie@historicsaranaclake.org. The application deadline is June 12, 2023.