



## **Summer Educator/Pardee-Morris House Coordinator**

**15-25 hours/week**

**Preferred Start Date:** May 20, 2019

**End Date:** August 26, 2019

The New Haven Museum seeks a coordinator for its historic c. 1780 Pardee-Morris House and education outreach activities for the 2019 summer season. The coordinator is responsible for all activities at the property, including opening/closing the house, giving tours, and planning and overseeing the Twilight Concert series, lectures, and family programs. The house is open Sundays, 12-4, and for special events such as concerts and lectures. Additional responsibilities include assisting the Museum's education director with summer programs, tabling at community events (such as festivals and farmers markets), posting social media updates for the Museum, sourcing talent and speakers for the 2020 season, and helping to create education and promotional materials.

**Requirements:** B.A. or B.S degree coursework in progress; completed degree preferred in the following areas: History, American Studies, Material Culture, Historic Preservation, Museum Education or related field. Previous experience teaching and/or giving tours. One or more years working with children and adults in an educational setting that includes in a school as a teacher or instructor, an after-school programmer or summer camp counselor. Strong communication, computer and social media skills required. Experience with arts and craft activities preferred. Must be able to work Sundays; some Saturdays, weekdays, and evenings required. Must have own transportation.

**To apply:** Please send a resume and writing sample (MS Word or PDF) to Khalil Quotap, Director of Education and Engagement, New Haven Museum, 114 Whitney Avenue, New Haven, CT 06510 or [education@newhavenmuseum.org](mailto:education@newhavenmuseum.org) EOE