



HUDSON RIVER MARITIME MUSEUM

Wooden Boat School | Sailing & Rowing School | Home Port & Education Center
50 Rondout Landing, Kingston, NY 12401 | 845-338-0071 | www.hrmm.org

Employment Opportunity: Education / Program Director

Posting Date:
March 15, 2021

HRMM is seeking an experienced candidate who will oversee the development, budgeting and delivery of multi-faceted education programs to visitors of all ages. This is a supervisory role and candidate should be comfortable managing education coordinators and educators. BA in Education or Museum Studies or similar required and significant experience preferred. Full time and some weekend hours.

About the Position:

The Education / Program Director (EPD) will be responsible for overseeing the education staff and curriculums offered at the museum. This includes traditional history curriculums, as well as experiential curriculums like wood working, sailing, and rowing. The EPD will supervise department staff that handles the details of scheduling/delivering the programs, and EPD will be in charge of coordinating all efforts across the departments with the purpose of advancing the organization's mission of fostering knowledge of the maritime history of the Hudson River and insuring consistent quality, safety, creativity, mission relevance, and budget.

Position is full-time. Flexible hours and weekend work is required. Employment begins in summer and is year-round. Pay range will be commensurate upon experience.

- Answer directly to the Executive Director
- Bachelor's degree in History, Museum Studies or related field
- 4+ years of experience with non-profit arts/history education programs, or an equivalent combination of training and experience
- Proven experience with supervising teams
- Skill and comfort with developing, reviewing, and tracking budgets
- Be passionate about teaching, especially history, and STEAM
- Ability to successfully work independently, remotely, and in team environments
- Demonstrated organizational skills and ability to balance multiple priorities and meet deadlines in a fast-paced office
- Possesses excellent written, speaking, and interpersonal communication skills
- Highly proficient in the use of computers and software applications,
- The ability to use and learn new applications and platforms for the socially distanced, digital world
- Demonstrated outgoing personality with excellent collaborative skills
- Possesses positive attitude, initiative, sound judgment, and strong decision making skills

- Knowledge of local history, history/art/STEAM-based learning, and K-12 curriculum standards a plus

Tasks Include:

- Reviewing and evaluating existing educational programs and innovating new education programs
- Supervising and guiding team of educators and coordinators to make sure museum goals are met
- Contacting and cultivating relationships with schools and teachers
- Elevating and developing improved teaching aides and outreach tools
- Creating and managing budgets for programs, and tracking costs
- Working with educators, coordinators and PR staff to promote and market programs
- Assisting with larger events and festivals

To Apply:

Please send cover letter and qualifications/resume to Lisa Cline at lcline@hrmm.org or by mail to:

Hudson River Maritime Museum
50 Rondout Landing
Kingston, NY 12401

The **Hudson River Maritime Museum** is dedicated to the preservation and interpretation of the maritime history of the Hudson River, its tributaries and related communities. In addition to extensive collections documenting maritime transportation, industry, recreation, and natural science, the museum offers classes and programs at its Wooden Boat School, Sailing and Rowing School, and aboard its floating classroom, Solaris. The museum is located along the historic Rondout waterfront in downtown Kingston.

HRMM is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.