POSITION AVAILABLE FOR IMMEDIATE HIRE

Part-Time Tour Educator

About Weeksville Heritage Center

Weeksville Heritage Center (WHC) is a historic site and cultural center in Central Brooklyn that uses education, the arts, and a social justice lens to preserve, document, and inspire engagement with the history of Weeksville, one of the largest free Black communities in pre-Civil War America, and the Historic Hunterfly Road Houses. Founded in 1838, Weeksville was the second largest of approximately 100 independent African-American communities established before the Civil War. When a group of community activists led by Dr. Joan Maynard rediscovered three remaining original homes in 1968, they purchased, rehabilitated, and restored the Hunterfly Road Houses, re-opening their doors as the Weeksville Heritage Center in 1973. In 2014, WHC opened its new Cultural Arts and Education Center and campus, including a visual arts gallery, performance space, resource center, and administrative offices. WHC is now poised for a bright new era, with the resources and vision in place to fully activate our history and expand our education, preservation, and public programming.

Recently announced as New York City's newest Cultural Institutions Group (CIG) member, the first since 1998, WHC is one of the city’s cultural treasures, dedicated to preserving and celebrating the story of the 19th century African-American community of Weeksville, as a nationally significant, exceptionally well-documented and rare extant example of an independent African American community organized by Black entrepreneurs and land investors to promote economic, social, and political rights.

About the Opportunity

The Tour Educator conducts historic house tours for school groups and other visitors. In addition, the Tour Educator provides valuable administrative support related to program development, implementation, and evaluation. This position represents WHC to a broad range of audiences and stakeholders through tours and wider community engagement. The Tour Educator maintains a schedule of tour bookings and tracks visitation to the Hunterfly Road Houses. The position reports to the Education Manager.

Primary Responsibilities

- Facilitate tours for multiple audiences with a range of learning styles
- Work collaboratively to design and execute tours
- Conduct in person and virtual/remote tours
- Assist with creation of appropriate education/information materials for audiences, workshops, and youth programs
- Provide general program and administrative support including but not limited to: processing tours/scheduling requests, generating invoices, conducting
surveys/evaluations, tracking attendance, and ordering tour related supplies
- Conduct outreach efforts to schools and local communities
- Document visits for use on social media
- Assist with training and scheduling of volunteer docents, interns, and other tour staff
- Attend community engagement events on behalf of WHC including but not limited to: convenings, street, and art fairs
- Give presentations about Weeksville for community and academic audiences, stakeholders, etc.
- Participate in regular planning meetings

**Qualifications and Skills**
- Superior communication skills and high level of comfort with directly engaging a broad range of audiences/public
- Experience in tour facilitation and/or teaching education programs preferably in museum or historic settings
- Knowledge of classroom management techniques, education pedagogy and teaching methods including inquiry and object-based learning, constructivism, and cooperative learning
- Intellectual curiosity about WHC history and current work and knowledge of African American and New York City history
- Knowledge of NYC DOE environment, city, and state; familiar with Blueprint for the Arts Learning Standards and NYC Social Studies Scope and Sequence
- Experience with MS Office, Google Suite, and shared information platforms

**Education**
Bachelors in Education, African American Studies, History, Anthropology, Cultural Studies, Museum Studies, or a related field

**Work Schedule**
Must be available to work a minimum of 21 hours per week. Position includes work during select evenings and weekends

**Compensation**
Competitive hourly rate based on experience

**How to Apply**
Deadline to apply is June 30, 2021. Please submit a resume and cover letter to inquiries@weeksvillesociety.org. Include Tour Educator in the subject line. Only those candidates selected for an interview will be contacted.

*Weeksville Heritage Center is an Equal Opportunity Employer. All candidates for employment are considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical disability, veteran status, or any other basis protected by applicable federal, state or local law.*