



Historic London Town and Gardens

Public Programs History Specialist

Job Description

The Public Programs History Specialist spearheads the research, implementation, and evaluation of history programs for children, adults, and families. Additionally, they implement horticultural and ecology programming for all age groups and assist with general visitor operations of the site.

Responsibilities:

- Develop, lead, and evaluate youth, family, and adult programming, to include monthly homeschool programs, monthly Colonial Cocktails program, traveling trunk presentations, and quarterly adult workshops in history and horticulture.
- Lead interactive school tours of our historic area (including conducting demonstrations of various 18th century skills in various weather conditions while wearing 18th century costume).
- Develop, lead, and evaluate interactive tours of our 1-acre historic site, including the two reconstructed buildings and original brick building.
- Lead interactive tours of and programs in our 10 acres (about half the area of Chicago's Millennium Park) of woodland and ornamental gardens for school groups, adult tour groups, and general visitors.
- Continue to implement and evaluate interpretive plan for the 1760s historic William Brown House, maintaining current and adding new interactive elements, updating training manuals, and working with Events, Development, and Facilities to ensure the well-being of the historic building and its collections.
- Working in conjunction with the Director of Public Programs, assist with the planning and implementation of two annual public events, including meeting with external partners, staffing the event, coordinating with volunteers, and assisting with preparation, setup, implementation, and evaluation.
- Working in conjunction with the Director of Public Programs, assisting with the training and supervision of House Docent volunteers.
- Perform research as needed to answer history inquiries from the general public, members, external scholars, and the London Town organization.
- Assist with front desk duties and customer service.
- Other duties as assigned.

Qualifications & Skills:

- 4 years of experience working in an informal education setting, or equivalent education and experience.
- Experience in historic interpretation.
- Proven experience in successful program development.

- College-level education in the fields of American History, World History, Social Studies education, or similar fields.
- Experience working with the public and speaking to visitors of all ages, including school and adult groups.
- Interest in, and ability to learn about, horticulture, gardening, and ecology.

Physical & Environmental Requirements:

- The candidate must possess the following:
 - Ability to perform various functions such as standing, sitting, kneeling/squatting, walking across uneven surfaces, climbing stairs, lifting up to 30 pounds, seeing in varying light conditions, and participating in some strenuous physical activities.
 - Ability to work outside all day in varying weather conditions.
 - Ability to come in daily contact with pollen, dust, smoke, perfumes, mold, and other seasonal and environmental allergens.
 - Ability to wear historically accurate and complete 18th century clothing for an entire workday, some of which may be uncomfortable to a modern wearer.

Work Schedule

This is a permanent, full-time, salaried position. The public programs administrator will work 40 hours per week: Tuesday through Saturday, from 8:30 am until 4:30 pm, with occasional evening work.

Reports to:

Director of Public Programs

Compensation:

- \$53,000 annually. This position is considered a full-time position and is eligible for the following benefits:
- Health care with 70% of the premium paid by London Town for individual only. Spouse and dependent coverage as well as dental and vision is available at the employee's expense.
- Retirement plan and Foundation match
- Foundation-paid flexible spending account (\$750)
- 10 days of accrued annual and 7 days of personal leave each year plus paid holidays.

How to Apply:

Email cover letter and resume to publicprograms@historiclondontown.org

Application accepted through Wednesday, September 13.

About Historic London Town and Gardens

Historic London Town and Gardens in Edgewater, MD is a 23-acre museum and gardens operated by the London Town Foundation (501c3 nonprofit) on behalf of Anne Arundel County Recreation and Parks. Learn more at www.historiclondontown.org.