

The Historic Preservation Foundation of North Carolina, Inc. dba Preservation North Carolina

Job Description: Director of Education and Engagement – Bellamy Mansion Museum of History and Design Arts

The Director of Education and Engagement is responsible for all educational, event and outreach activities at the Bellamy Museum. The Bellamy Museum serves a diverse audience of all ages, races, and socioeconomic backgrounds. For decades, we have worked with great purpose to tell the antebellum site's full complex story. Its construction by free and enslaved Black artisans was extensively documented by a young architect from New Jersey just before the Civil War and is central to the interpretation of the site. On-site is one of the very few urban slave quarters open to the public in the United States. The museum's innovative programming on subjects related to slavery, Reconstruction, the 1898 Wilmington Massacre, segregation, and related topics, make it an inclusive site that has fostered healing and thoughtful discourse and will continue to do so.

The position works directly with the Executive Director, Operations Manager, Site Manager, Board Members, Volunteers and the general public. The position will enhance current community relations, tours, lectures, exhibits, and publications. Direct interaction with schools and under-served communities is an emphasis. The mission of the museum is to explore regional social history via place-based learning.

Essential Functions:

1. Educational Programming

- Summer camps, expanding upon the current offering.
- Develop and implement monthly lectures to include a wider array of speakers.

2. Tours

- Lead on-site tours, as needed.
- Interpreter training:
 - Train new volunteers, and potentially recruit student tour leaders.
- Groups and schools:
 - Enhance the 5th grade specialized tour to encompass all New Hanover County schools.
- New tour model creation:
 - Develop tours that include environmental facets, women's history, African-American lives, an audio offering for children, architecture, night tours, etc.

3. Events

- Venue rental, showings, and contracts – e.g., Family Fun Day, holiday programs, art shows.
- Event logistics and reservation listings.

- Museum event planning and in-house execution.
- Sponsor recruitment.
- Marketing via media and online calendars.

4. Outreach

- Media
- Schools
 - Work directly with local K-8 schools within their social study modules. This will involve talking with teachers and regional administrators about their needs regarding our historic site.
 - Build on the existing college-level internship program.
- Community Engagement
 - Social history studies require community interaction on issues such as race relations and the legacy of historic sites, e.g. historic events such as the massacre of 1898 and the 1972 Wilmington 10 trial that have direct links to this site. Addressing such topics with our wider community is fundamental to the position.
 - Speaking engagements to local groups.

5. Exhibit Management

- Current exhibits include urban and rural slavery, 1898, and We Built This on statewide Black builders.

6. Collaborative responsibilities with other staff, which may include grant writing, internship liaison, interacting with volunteer and retail functions.

Work location and schedule: This is a full-time (40-hours per week) salaried position at the Bellamy Mansion Museum of History and Design Arts in Wilmington. The hours for the position are Monday through Friday from 9:30am to 5:30pm with evening and weekend hours as events require.

Reports to: Executive Director of Bellamy Museum

Qualifications: At least two years event management and/or nonprofit experience; attention to detail and organizational skills are imperative; excellent oral and written communications skills; willingness to take initiative; personable manner; knowledge of computer systems and data and word processing software including Microsoft Office suite and Office365. Educational background and interest in historic preservation are a plus.

All submissions must include both a cover letter and resume with three professional references for consideration, and should be emailed to gareth@bellamymansion.org.

Equal opportunity employer.