

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

Founded in 1939, Preservation North Carolina is a private nonprofit statewide historic preservation organization with a mission to protect and promote buildings, landscapes and sites important to the diverse people of North Carolina. Our recent work includes the preservation of mid-century modern architecture, the cultivation of our We Built This exhibit to promote the contributions of Black architects and builders, and celebrations of fascinating communities across our state. The Bellamy Museum has been owned and operated by Preservation North Carolina since 1993.

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

The Education and Outreach Director leads and expands community engagement and educational efforts at the Bellamy Mansion Museum of History and Design Arts. 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 Education and Outreach Director will collaborate closely with the Executive Director, Operations Manager and Site Manager to align outreach strategies with the museum's mission and educational goals. This full-time position involves developing and implementing strategic outreach initiatives to enhance the museum's visibility, foster partnerships, and attract diverse audiences. Key responsibilities include educational programming and volunteer engagement. Other duties include cultivating relationships with local organizations, schools, and community groups; coordinating special events and programs; and overseeing marketing and communication efforts to promote the museum's offerings. The ideal candidate will possess strong interpersonal and communication skills, a passion for history and historic preservation, and experience in nonprofit outreach and public relations. This role offers an exciting opportunity to contribute to the museum's growth and its mission of preserving and interpreting Wilmington's rich history.

Essential Functions:

1. Educational Programming

- Lead programs.
- Research and write brochures, blogs, and other museum materials.
- Collaborate with other nonprofits, UNCW, and CFCC.
- Manage intern program.

- Manage and create exhibits.

2. Tours

- Lead group tours, school tour program, specialized tours, and premium site tours.
- Update current tours and develop new tour types.

3. Volunteer Management

- Train, recruit and recognition of volunteers.

4. Event Management

- Art shows, Family Fun Day, Nights of Lights, Lectures, Jazz series, etc.
- Collaborate on fundraising events.

5. Outreach

- Manage social media, website, calendars, and graphics for programs.
- Public speaking.

6. Collaborative responsibilities with other staff, including staffing the front desk, site security, grant writing and donor development.

Work Location and Schedule: This is a full-time (40-hours per week) salaried position onsite at the Bellamy Mansion Museum of History and Design Arts in Wilmington. The position works Monday through Friday with evening and weekend hours as required.

Reports to: Executive Director of Bellamy Mansion Museum

Supervises: Interns and volunteers.

Preferred Skills: Microsoft Office 365 including Word, Excel, Publisher, Outlook, OneDrive; familiarity with online research (e.g. Ancestry.com, newspapers.com, JStor); basic social media skills; design software (e.g. Canva pro); Weebly (or other website hosting/building website); mass email software; and point of sale systems.

Qualifications: Bachelor's degree in a relevant field, or an equivalent combination of education and experience; passion for history and historic preservation; a self-starter with meticulous attention to detail; ability to network and develop relationships with constituent groups; strong oral and written communications; strong design and organizational skills; ability to manage multiple projects with multiple deadlines at the same time; and ability to work with a variety of people from different backgrounds.

Preservation North Carolina is an Equal Opportunity Employer seeking representation, promoting fairness, and prohibiting discrimination in the workplace.