

The Fells Historic Estate & Gardens
Director of Education Department

JOB DESCRIPTION

- ❖ Reports directly to the Executive Director on all matters concerning the Education Dept.
- ❖ Regular meetings with Ex. Dir. for updating, collaboration and idea exchange
- ❖ Regular meetings with education committee chairman as well as education committee
- ❖ Must go through Docent training in order to be able to conduct proper and informative Main House Tours
- ❖ Prepares the annual Education Department budget plan
- ❖ Prepares the Educational Programming Outline for The Fells educational programming; this is completed in November of the prior year with plans largely in place 6 – 9 months in advance. All program dates are selected and confirmed with the Ex. Dir. and Outreach Dir. to make sure there is no overlap. It is done in collaboration with The Fells Community partners such as Town of Newbury Park and Rec and LSPA. All presenters and teachers are confirmed in advance. It is passed by the Executive Director and submitted to the Outreach Director for publication (PR) distribution.
- ❖ Keeps records and reports budgeted and actual figures for each program to the Education Committee and to the Board of Directors
- ❖ Writes a comprehensive report to include program and grant financials for the Board of Director's meetings which are every other month: February, April, June, August, October, and December
- ❖ Writes an article for the newsletter, "Bunchberry Thymes" twice a year; Fall and Spring
- ❖ Conducts and arranges for Docent Training; selects dates and times and guest speakers
- ❖ Conducts and schedules Group Tours: Main House and Garden
 - Dates and times will be coordinated with Outreach Director before confirming dates
 - A comprehensive calendar of these tours will be kept and advanced reminders will be sent to both the Outreach Director and the Events Coordinator at The Main House
 - All additional needs of the group tours will be spelled out in advance of the tour
 - The Ed. Dir. is responsible for meeting the Tour upon arrival and conducting a Main House Tour as well as coordinating guided Tours and works with the Landscape Staff.
- ❖ Responsible for supplying information to Hamilton College for the summer Educational Intern from Hamilton College. This is coordinated with the Ex. Dir., the grant provider, and Hamilton College. The Ed. Dir. is responsible for conducting interviews, conducting the follow-ups and the hiring of the intern.
 - Prepares a lesson plan and outline of duties for the Intern prior to his/her arrival to include expectations, duties, and an educational project to leave with The Fells known in advance and to be worked on during the season, which will be completed by the

end of the season and left with The Fells. The intern's major area of study and extra-curricular interests will be taken into consideration for additional interesting and compatible areas of research and study while at The Fells.

❖ Grants:

- Will keep an individual hard copy file on each grant, a list of all grants and a copy of the grant request wording to include amount of the grant and dates for reporting
- Outline for continual updating for measurable outcomes for all grants
- Financial record of all expenses with copies of receipts with the name of the grant written on that receipt (how expenditures were credited with Fells accountant)
- Photos will be taken of all grant related programs and filed in the individual Grant file records
- All materials from ads, brochures, projects, etc. will be kept in each of the individual Grant file records
- Individual folders and forms for all grants for individual record keeping and easy access to all information regarding a particular grant
- Included will be dates for updating grants with the foundations and due dates for final reports

- ❖ Prepares lesson plans, purchases supplies, props, books, etc. completed in a minimum of one month in advance of Fells Camps and programs
- ❖ Advanced preparation for program ads for newspapers, magazines and media. Coordinated with the Outreach Director and Graphic Design Media Consultant
- ❖ Regular meetings and open communication with co-sponsors, presenters, community collaborators: i.e.: LSPA, Newbury Park and Rec, PALS
- ❖ Be an active participant in coordinating our Pre-school "Out and About" programming set-up with nursery schools...all should know The Fells Director of Education
- ❖ Exhibit Planning: All exhibits, new for each season, will be well thought out, outlined, designed on paper, collaboration on designs and estimates from the Media Coordinator for production costs, supplies, layouts, printing, hanging, etc. will be done 3 to 4 months or more in advance of all exhibits. Exhibit planning will be done as follows:
 - Art: in coordination with Ex. Dir. and Media Coordinator
 - History: in coordination with Ex. Dir
 - 2nd Floor Art & History: in coordination with Ex. Dir. and Media Coordinator
 - Ecology (Pavilion): in coordination with Ex. Dir.
- ❖ All art exhibits will be thought through and arranged in advance with appropriate themes, installed at the beginning of the season and taken down after the close.
- ❖ Hay Day, Fairy Festival, Ed. Dept. Dinner ("Living History Events") and Presenters will be planned in advance (6 to 8 months ahead). Volunteers must be arranged for and events outlined with Committee Chairmen and committees to produce each aspect of the event.
- ❖ Negotiates and manages contracts with presenters and performers, etc.

- ❖ Educational Director is to be well spoken and present themselves well (setting a good example for The Fells) and may be asked to speak publically on behalf of The Fells at events and/or in a community setting

QUALIFICATIONS AND QUALITIES

Qualifications:

- ❖ Degree in Education, History, and/or the Environment or degree compatible with The Fells mission
- ❖ Educational Background
 - Teaching experience in public or private school systems
 - Experience teaching and working with adults and children of all age groups
- ❖ Asset to have some experience in Grant Writing as will be required to write and update grants for Wellborn Ecology Fund and NH Humanities Council
- ❖ Writes and speaks well
- ❖ Experience in program planning and willing to research exceptional speakers, authors, presenters
- ❖ Willingness to coordinate programs with external partners including LSPA, Ausbon Sargent, John Hay Poetry Society, NH Humanities, Dartmouth College, F & WL, SPNHF
- ❖ Experience in selection of appropriate materials and educational aids for programs
- ❖ Willing to coordinate appropriate programs with Landscape Director and Main House Manager
- ❖ Interviews Intern candidates and works with interns on appropriate projects aligned with Fells Mission; will coordinate horticulture/master gardeners/ecology programs with Landscape Director
- ❖ Willingness to work personal schedule to include program presentations that will take place on the weekends
- ❖ Plans the following exhibits: Art in coordination with Ex. Dir. and Media Coordinator, History Exhibit planned in coordination with Ex. Dir, 2nd floor Art/History Exhibit coordinates with Ex. Dir. and Media Coordinator and Ecology in the Ecology Exhibit Space, Pavilion
- ❖ Experience planning Annual Education Department Budgets that are rolled into an overall Company budget

Qualities:

- ❖ Displays Leadership qualities and is a Team player
- ❖ Interacts well with both children and adults
- ❖ Positive attitude
- ❖ Willing to learn
- ❖ Creative (Brings forth new ideas for programming)

- ❖ Will work and interact well with Fells Education Committee
- ❖ Will work and interact well with Fells volunteers
- ❖ Willing to build relationships with community as well as community partners
- ❖ Continue positive relationships built by former Fells Education Directors
- ❖ Enjoys hiking and being outdoors on The Fells property and trails
- ❖ Flexible to change that meets Fells mission or transitioning
- ❖ Willing to become a Docent to lead House Tours and speak to groups about Hay Family and their importance to American History, Horticulture and the environment

If you are interested in this position please send a cover letter and current resume to jobs@thefells.org. Please no phone calls.