Director of Education and Engagement (full-time, onsite)

Reports to: President & CEO

Hours: 40.0 hours/week 9am to 5pm, Monday-Friday

Planting Fields Foundation is seeking a museum education and engagement leader to advance all daytime education and engagement initiatives for the organization with objectives aimed at bringing new audiences and cultivating existing audiences through relevant mission-based programming. The incumbent will evaluate existing education and engagement initiatives and develop and implement new strategies to ensure that the Foundation’s programs are aligned with current pedagogy, educational theory, and best practices in the museum field. The ideal candidate will bring a proactive attitude to the organization, work well in a team setting, and thrive in a fast-paced, collaborative, and fluid work environment. This position reports to the President and CEO. The Education Manager and the Visitor Experience Manager report to this position.

Duties + Responsibilities

This individual will lead education and engagement initiatives including, but not limited to the following:

- Lead the design, development, and execution of a holistic strategy that integrates Planting Fields’ education and engagement programs under a unified vision, ensuring its alignment with broader organizational priorities.
- Collaborate with staff on the assessment and redesign of interpretive methodologies and content development.
- Work closely with Director of Stewardship and Events on maximizing and aligning public program offerings.
- Oversee the Visitor Center operations including the establishment of protocols and objectives for visitor engagement within the space.
- Oversee the creation of school curriculum, tour content, formats, and resources that leverage the assets of Planting Fields as well as best practices to achieve optimal learning and engagement outcomes for a broad range of stakeholders, including students.
- Manage a dedicated group of volunteers that provide interpretive experiences and hands on support with the management of the site.
- Lead cross-departmental collaboration in support of the education and engagement programs.
- Develop strategic partnerships with schools, neighborhood organizations, cultural organizations and experts in the field to enhance programming and engagement strategies and ensure that the education programs are responsive and integral to the existing Long Island social and educational landscape.
• Act as ambassador for Planting Fields within our neighborhood and community, with a particular emphasis on schools, children, and youth-serving organizations
• Serve on the Diversity, Equity, Accessibility, and Inclusion team to integrate DEAI work throughout operations.
• Develop metrics for success and a strategy for continuous evaluation that informs and supports the growth of programs.
• Oversee the Education Manager and supervise a small team dedicated to visitor experience and engagement at the site.
• Work closely with colleagues to prepare funding applications for related initiatives.

Other Duties
This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

• At least 5-7 years of progressive leadership in arts education. Proven track record in taking initiative and moving projects from conception and program design to implementation and evaluation.
• Strong communication and collaboration skills.
• Undergraduate degree in education, museum studies, art history, or a related field required, graduate degree in one of these disciplines is preferred.
• Experience in diverse methods of qualitative and quantitative evaluation of programming.
• Ability to work evenings and weekends as needed. Experience with museum education concepts, pedagogy, and best practices, teaching, curriculum creation, and facilitation experience.
• Knowledge of Long Island education and cultural community and relevant governmental agencies.
• Strong organizational skills, attention to detail, and ability to prioritize multiple time-sensitive projects in a fast-paced environment.

Compensations + Benefits

• Salary range between $75,000-$90,000
• Eligibility for 403(b) retirement account
• Medical/dental benefits
• 15 days paid time off
**Additional Information** This is a full-time position based in Oyster Bay, New York.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to hr@plantingfields.org.

**About Planting Fields**

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.