



Program Coordinator Description

Hallockville Museum Farm (HMF) is seeking an individual to fill the role of Program Coordinator. Hallockville has a mission of taking Long Island back to its family farming roots and exploring their relevancy today. Its mission is to create a vibrant, active, and inclusive Hallockville community rooted in history and focused on the future.

The Program Coordinator position has 4 primary areas of responsibility: (1) Programming & Education, (2) Public Events, (3) Special Events, and (4) General Administration.

Duties and Responsibilities

Museum Programming & Education

- Coordinate with HMF staff to schedule public, private, and homeschool visits.
- Participate in the creation, planning, and delivery of programming for school visits.
- Design, implement, and coordinate diverse multidisciplinary workshops and classes
- Work with local professionals to create relevant and mission-driven workshops and classes for Hallockville Museum Farm to provide to the community.
- Work with HMF staff to market and advertise workshops and classes.
- Expand learning opportunities for visitors through unique and accessible interactives and programming.
- Solicit ideas for programs, maintain the master schedule of Programs events, coordinate marketing and facilities needs for events, and ensure that events have appropriate staff and volunteer coverage.

Hallockville Public Events

- Assist in planning and programming of large public events at HMF.
- Manage vendor community for specific events, including vendor outreach, vendor registration, and vendor logistics.
- Provide logistical assistance in set up, day of, and post-event activities.

Hallockville Special Events

- Answer potential rental requests for HMF.
- Be available to tour the site and discuss rental options with potential clients.
- Understand the limitations and restrictions of the property regarding special event rentals.
- Follow up with calls/contacts for renters.
- Oversee/plan “day of” event coordination in conjunction with HMF staff.

General Administration

- Assist HMF staff with mailings, donor correspondence, and organization presence.
- Represent HMF on and off campus in a professional capacity.
- General HMF Administrative duties per the direction of the Executive Director.

General Skills

- Strong communication skills including being comfortable speaking with groups of up to 10 persons



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- Ability to walk across an 8-acre historic site, up and down a single flight of stairs, and occasionally lift boxes of up to 20 pounds.
- Excellent written and oral communication skills.
- Innovative, creative thinker who gets the job done through organization and problem-solving.
- Collaborative and team-oriented, yet with the ability to work independently.
- Strong organizational skills and the ability to manage numerous projects simultaneously.

Experience and Qualifications

- Experience engaging the public and with public speaking.
- Computer skills including email, data entry, and retrieval using spreadsheets.
- Must be comfortable with animals, children, and large groups.
- Bachelor's degree or relevant experience in education, museum studies, history, communications, business administration, art, or a related field.
- Experience with Microsoft Office Suite

Hours and Compensation

- Monday through Friday, 9:00 AM to 5:00 PM.
- Occasional need for expanded hours on weekends for special events and workshops.
- Salary commensurate with experience.

Application

- Applicants must submit the following:
 - Cover Letter
 - Resume
 - Name and Contact of 2 References
- Electronic submission of the Cover Letter and Resume as attached PDF files are preferred and should be sent to roberta@hallockville.org.