



Long Island Traditions
382 Main Street
Port Washington, NY 11050
(516) 767-8803

E-Mail: info@longislandtraditions.org
www.longislandtraditions.org

LONG ISLAND TRADITIONS

Long Island Traditions is a regional non-profit organization dedicated to documenting, presenting, and preserving the traditional folk arts and architecture of Long Island. Our areas of research and programs include maritime culture, ethnic folk arts of recent and established immigrants, and local and traditional architecture. Our work is based on oral interviews and community-based observation and ethnography. We have developed permanent and traveling exhibits, developed historic preservation partnerships with local municipalities, produced and worked with filmmakers on local maritime projects, and work in partnership with area school districts and museums on a variety of maritime and ethnic cultural projects. Our work is based in Nassau and Suffolk Counties. LI Traditions receives grants from the NY State Council on the Arts, the National Endowment for the Arts, the National Park Service, and area foundations and corporations. This is a permanent part-time position.

JOB DESCRIPTION PROGRAM COORDINATOR

Location: 382 Main Street
Port Washington, NY

Hours: 12 hours per week

Salary: \$26/hour + benefits

Description

The program coordinator will assist the executive director in carrying out the programs. The following tasks will be required:

- Assist with exhibit and school program development;
- Mailings of newsletters and artist contracts;
- Arranging schedules for artist visits and sending reminders to school teachers and administrators;

- Creating summaries of field interviews (audio and video); and
- Responding to book and video sales orders.

In addition, the program coordinator will respond to public requests for information, including press and media inquiries, membership, teachers interested in arts-in-ed programs, and persons interested in historic preservation.

Qualifications:

- B.A. degree or higher in folklore, anthropology, history, American studies, art history, or related field
- Computer knowledge with Windows-PC environment; Access, Microsoft Word, Excel
- Comfortable with social media
- Enthusiasm and strong communication skills
- Attention to detail
- Organizational skills and ability to work independently
- Flexibility
- Reliable vehicle

To apply e-mail resume, writing sample, and two references to info@longislandtraditions.org by November 16, 2018.