



Long Island Traditions
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<https://longislandtraditions.org>

EXECUTIVE DIRECTOR

LONG ISLAND TRADITIONS

Long Island Traditions, founded in 1991, a regional non-profit organization dedicated to documenting, presenting and preserving the traditional folk arts and architecture of Long Island, is seeking a new executive director as its founder, Nancy Solomon, will be retiring in 2024. 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, established historic preservation partnerships with local municipalities, worked with filmmakers on local maritime projects. Other projects include cell phone tours, artist presentations and residencies at area school districts and museums on a variety of maritime and ethnic cultural projects. Our work is based in Nassau and Suffolk Counties. The next Executive Director will have the opportunity to expand the organization's programming and direction based on the applicant's interests and expertise.

LI Traditions has a strong base of support including operating and project grants from the NY State Council on the Arts, the National Endowment for the Arts, the National Park Service and area foundations and corporations. LI Traditions is a membership organization where individuals contribute \$40-\$1000 annually. There is an active board of directors (8 people) with diverse interests and backgrounds who meet 3 times a year and assists the executive director in developing programs and policies of the organization. LI Traditions' annual budget ranges from \$150k - \$200k annually. This is a permanent position.

The office is based in Port Washington, on Long Island's north shore of Nassau County, approximately 40 minutes from NY City by train. LI Traditions is a small non-profit organization, with two part-time employees, and various independent contractors including a graphic artist and an IT specialist. The current executive director will be available to assist the new executive director as needed for up to one year. The successful candidate should ideally start in January 2024.

Hours: 32 hours per week including office and offsite work.

Salary: \$45,000 + benefits including cell phone service, partial health insurance reimbursement, and work-related travel expenses. Vacation benefits include 5

weeks paid vacation, federal holidays, and sick pay. LI Traditions will also pay for attendance at one professional conference annually.

Responsibilities:

Conduct cultural resource surveys using ethnographic methods, state of the art recording equipment provided by LI Traditions, and personal vehicle.

Develop interpretive programs with traditional artists and tradition bearers, in partnership with museums, elementary and secondary school districts, libraries and other cultural institutions. Ability to use new technologies and work with filmmakers, exhibit designers and other multi-media specialists.

Organize public programs at area festivals, libraries and other public sites. Develop presentations relating to the work of Long Island Traditions. Develop and produce a newsletter for members 3 times a year.

Attend state and national folklore conferences; LI Traditions will pay for all travel costs. They will also be expected to present original research and programs at these meetings.

The successful candidate will have written government grant proposals for state and federal agencies, foundations and other revenue sources. The executive director will supervise two part time employees – a marketing specialist and a program manager.

LI Traditions has a website, <https://longislandtraditions.org>

YouTube channel, Facebook page and group that attracts potential members and collaborators, and traditional and online media coverage.

Requirements

M.A. degree or higher in Folklore or related field.

3 years public programming, ethnographic fieldwork and grant writing experience with state and federal agencies

- Excellent computer skills including Microsoft office, familiarity with Quickbooks, and Adobe applications. Comfortable with social media
- Enthusiasm and strong communication skills
- Attention to detail
- Organizational skills and ability to work independently
- Flexibility
- Reliable vehicle

Persons of diverse backgrounds are encouraged to apply.

To apply e-mail cv/resume, 2 grant writing samples, 2 links to public programs, and two references to info@longislandtraditions.org by October 1, 2023.