

# PRESERVATION RESOURCE CENTER

— of NEW ORLEANS —

## Education Programs Manager

### Job Summary

The Education Programs Manager oversees Preservation Resource Center (PRC) programs that provide the public with knowledge and resources to buy, renovate, and maintain historic properties. This position directs all of the PRC's educational offerings to the public. The Education Programs Manager reports to the Director of Advocacy and Education.

The Education Programs Manager must have a deep knowledge of best practices for historic building repairs that follow Secretary of the Interior standards, local historic district guidelines, and the realities of our city's climate and threats. This position also requires strong people skills to be able to successfully host classes and establish relationships with members of the public and colleagues. This is a public-facing role that works closely with every department within the PRC, making respect for others and a spirit of collaboration essential.

### Duties & Responsibilities:

- Expand the children's educational curriculum
  - Create and implement curriculum for public schools
  - Create and implement educational tours and field trips for all grade levels
- Direct PRC's Educational Offerings
  - Classes and Workshops:
    - Plan, schedule, and coordinate all logistics and host virtual and in-person classes and workshops throughout the year to educate a diverse range of constituents, from children to adults, the general public to preservation practitioners
    - Maintain established classes, including Navigating the HDLC, Navigating the CPC, Historic House Specialist, Office Hours, Fixer Upper 101, and Wood Window Basics, and other topical classes and workshops as needed
    - Manage the "Right" series of classes helping people to understand how to purchase, renovate, and maintain historic properties - Buy Right, Renovate Right, and Maintain Right
    - Maintain proper standing as a certified vendor with the LREC, including class reporting



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- Research different avenues for supplying additional CE credits to professionals
- Coordinate with the Communications Department to help plan and create digital offerings that will be utilized as a public resource, including how-to videos, guides, and more
- Create and provide materials for public outreach
- Give presentations about preservation
- Provide resources to the public at meetings and events
- Manage the resource library, reading room, and PRC archives
- Other Duties Include:
  - Administer the Educational Committee
  - Serve as an advisor to the Executive Director and Board of Directors
  - Propose new classes, programs, or other initiatives to grow PRC's offerings and relevance;
  - Provide materials and information as needed to PRC's Communications team for public outreach;
  - Coordinate with other departments to plan special public programs, such as tours and classes, as needed;
  - Assist PRC's development and finance teams with grant report preparation and other financial tracking;
  - Manage interns and/or research fellows as needed;
  - Participate in organization-wide endeavors as needed, such as helping with fundraising events
  - Maintain Homeowner Toolkit Resource Guide

## Qualifications & Skills:

- A Bachelor's degree is required
- Experience in historic preservation is required
- Experience in construction and real estate development is preferred
- Knowledge of historic architecture, including New Orleans' vernacular types, is required
- Ability to collaborate well and be professional, thoughtful, and respectful as a teammate and as a representative of the organization
- Self-starter who is able to work well independently and is goal-oriented
- Strong organizational and time management skills; Ability to set and follow a timeline
- Sensitivity to the needs of diverse constituencies
- Must embrace the mission of the Preservation Resource Center



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- Proficiency with Microsoft Office Suite and Google Docs

## **Working Conditions & Physical Requirements:**

- This job may require evening or weekend work
- This job will require work in off-site locations
- Reliable transportation is required
- Applicants should be able to walk or stand for long periods of time and lift 25 lbs. or more
- This is a full-time position, and includes benefits

**Preservation Resource Center of New Orleans (PRC)** *preserves New Orleans' historic architecture, neighborhoods and cultural identity through collaboration, empowerment and service to our community. Founded in 1974, PRC is a non-profit organization that has restored more than 1,500 properties citywide and has assisted countless individuals with their own renovation efforts through its outreach and advocacy programs. PRC provides resources and education to convey the economic, cultural and aesthetic importance of historic architecture in New Orleans and throughout the world. For more information about PRC and its revitalization efforts, call 504.581.7032 or visit [www.prcno.org](http://www.prcno.org). Connect with PRC on Facebook and Instagram (@PRCNOLA).*

