

GREEN-WOOD

Position:	Shelby White & Leon Levy Director of Public History
Department:	Education and Programs
Reports to:	Vice President of Education and Programs
Location:	The Green-Wood Cemetery, Brooklyn, NY
FLSA Status:	EXEMPT
Salary:	\$90,000 annual salary
Hours:	FULL-TIME; occasional evening or weekend work required for programs and events
Position Term:	Two-year, grant-funded position supported by the Shelby White & Leon Levy initiative, subject to continued funding and organizational needs

ABOUT THE DEPARTMENT

The Education and Programs department at Green-Wood develops comprehensive public engagement initiatives for school-aged children, the general public, and diverse community groups. Leveraging the Cemetery's unique built and natural assets, we highlight Green-Wood's role in celebrating life, processing grief, and memorializing the departed. Through our four focus areas—arts and culture, American history, nature and environment, and death education— we offer a wide variety of experiences for visitors including performances, tours, lectures, hands-on workshops, and specialized educational programs.

As a historic rural cemetery in an evolving urban landscape, Green-Wood serves both local neighborhoods and the broader New York City population. By investing in education and public engagement, we inspire the next generation to embrace the Cemetery with passion, knowledge, and a commitment to its preservation. We continuously strive to enhance our programs and ensure they are inclusive and accessible to all. Through strategic external partnerships and close collaboration with internal teams, we are shaping a model for how cemeteries can broaden their cultural relevance, attract new audiences, and thrive as vital centers of community life.

ABOUT THE ROLE

The Shelby White & Leon Levy Director of Public History (“Director”) is a two-year, grant-funded leadership tasked with establishing a robust, institution-wide framework for public history practice at Green-Wood. The position centers on activating the Cemetery's archives, collections, and landscape through rigorous, inclusive public programs and interpretation.

The Director exercises intellectual and programmatic leadership, sets interpretive priorities, research agendas, and scholarly standards across public-facing initiatives. This includes improving ethical standards of research, expanding whose stories are represented, and ensuring that all historical content reflects current standards in public history. Reporting to the Vice President of Education and Programs, the Director collaborates extensively with internal and external stakeholders, including scholars, cultural institutions, community-based organizations, and descendant communities.

The Director develops the strategy for Center for Research at the Green-House and supervises the Shelby White & Leon Levy Archivist (“Archivist”). Working closely with the Director of Education and the Senior Manager of Public Programming, the role ensures the integration of research-driven interpretation across audiences and platforms. This role makes public history central to Green-Wood's work and helps establish the Cemetery as a national leader in ethical, inclusive, and scholarly interpretation.

KEY RESPONSIBILITIES

The **Director of Public History** is proactively responsible for:

Research and History Programming

- Conceive, design, and lead a portfolio of public history research initiatives that draw upon Green-Wood's archival holdings, material culture, and landscape as primary sources.
- Develop research agendas that foreground underrepresented histories and contribute meaningfully to broader scholarly and public discourse.
- Translate original research into a range of public-facing formats, including lectures, symposia, exhibitions, digital humanities projects, and interpretive programming.
- Disseminate scholarship across multiple audiences:
 - Academic audiences through conferences, publications, and institutional partnerships
 - Public audiences through accessible, interpretive programming at Green-Wood and beyond
 - Digital audiences through online platforms and emerging media
- Serve as a visible intellectual leader and representative of Green-Wood within the fields of public history, museum studies, and urban history.
- Integrate research outcomes into institutional programming, ensuring continuity between scholarship, interpretation, and visitor experience.
- Advise on the development of K-12 and lifelong learning curricula grounded in original research and aligned with pedagogical best practices.

Interpretation

- Establish interpretive methodologies that reflect current best practices in public history, including ethical interpretation, inclusive narrative construction, and critical engagement with historical sources.
- Conduct ongoing, rigorous evaluation of existing interpretive materials and experiences, refining content to ensure historical accuracy, representational equity, and alignment with contemporary scholarly standards.
- Oversee the *History Fellowship Program*, providing intellectual leadership, mentorship, and research guidance, and ensuring the effective public dissemination and integration of fellows' work into institutional programming.
- Partner with the Archivist to expand access to, and meaningful engagement with, the Center for Research and Green-Wood's archival and material collections, positioning these resources as central to interpretive practice.
- Establish and uphold institutional interpretive standards, editorial guidelines, and review processes to ensure consistency of voice, scholarly rigor, and excellence across all public-facing content.

Development and Fundraising

- Collaborate strategically with the Development team to identify, cultivate, and advance funding opportunities that support public history, research, and archival initiatives.
- Contribute substantively to grant development, including proposal writing, narrative framing, and impact articulation, ensuring alignment between funding priorities and institutional research and interpretive goals.
- Support stewardship and reporting efforts by clearly communicating the intellectual, educational, and public impact of funded initiatives to donors, foundations, and stakeholders.

Supervision

- Provide direct supervision of the Shelby White & Leon Levy Archivist, including establishing annual goals, setting strategic priorities, and conducting performance evaluations aligned with institutional objectives.

- Offer strategic and intellectual guidance on archival access, collections stewardship, research services, and the integration of archival resources into public programming and scholarship.
- Advise on the development, implementation, and ongoing optimization of archival content management systems and digital access platforms, ensuring they support both scholarly research and public engagement.
- Foster a collaborative and high-performing working environment that supports professional growth, cross-departmental alignment, and excellence in archival and research practices.

Other Requirements

- Valid driver's license required for operation of cemetery vehicles.
- Ability to work outdoors, navigate hilly terrain, and occasionally lift archival materials.
- Willingness to work outside standard hours for programs and institutional needs.

QUALIFICATIONS

Education and Experience

- Advanced degree in History, Public History, or a related field required; Ph.D. preferred (ABD candidates considered).
- Minimum of four years of progressively responsible experience in public history, curatorial practice, or scholarly interpretation within a cultural or academic institution.
- Demonstrated leadership in the development and execution of public-facing historical initiatives that integrate research, interpretation, and audience engagement.
- Established record of scholarship, including publications, exhibitions, digital projects, or other forms of substantive public history work.
- Proven ability to synthesize and translate complex historical research into compelling, accessible, and intellectually rigorous content for diverse audiences.

Skills and Competencies

- Exceptional research, analytical, and writing skills, with demonstrated fluency in primary source analysis and historiographical interpretation.
- Strong experience working with archival collections and material culture, including the ability to activate these resources in interpretive and programmatic contexts.
- Proven ability to lead cross-functional teams and manage complex, interdisciplinary projects from concept through execution.
- Advanced project management and organizational skills, with the ability to balance multiple priorities and initiatives simultaneously.
- Technical proficiency in archival content management systems, digital humanities tools, and emerging platforms for research access and interpretation.
- Demonstrated excellence in historical storytelling, with the ability to craft narratives that are both intellectually rigorous and broadly accessible.
- Deep commitment to inclusive, community-engaged historical practice, with an understanding of ethical interpretation and representational equity.
- Strong analytical and problem-solving capabilities, with sound judgment and attention to detail.

Leadership and Personal Attributes

- Strategic and intellectually curious leader with a strong commitment to historical integrity, critical inquiry, and public engagement.

- Collaborative and collegial, with the ability to build productive relationships across departments, disciplines, and external partners.
- Demonstrated commitment to transparency, accountability, and fostering an inclusive and equitable institutional culture.
- Exceptional interpersonal and communication skills, with the ability to engage effectively with a wide range of stakeholders, including scholars, community members, educators, donors, and the general public.
- Self-directed and adaptable, with the capacity to exercise sound judgment, initiative, and leadership in a dynamic institutional environment.

MEASURING DEPARTMENTAL SUCCESS

Success in all roles within the Education and Programs department will be measured by the following metrics:

- **Program Development** – Develop and refine mission-driven programs and initiatives that help to promote the Cemetery as a valuable community resource.
- **Systematic Evaluation** – Gather and analyze data on a recurring basis from participants to incorporate into program planning, closely evaluating feedback and learning impact, as well as current trends in the field.
- **Accessibility** – Implement engagement strategies for diverse demographics that reduce participation barriers and promote a welcoming atmosphere.
- **Participant Engagement** – Ensure efficient systems to communicate and engage with participants before, during, and after their visit, with a focus on encouraging repeat visitation and future stewardship opportunities.
- **External Partnerships** – Nurture collaborative partnerships with community organizations, educational institutions, and cultural entities to expand audience reach and enhance program content.
- **Cross-Departmental Collaboration** – Coordinate with other Cemetery departments to create smooth internal operations and positive visitor experiences across various touchpoints.
- **Resource Management** – Manage budgets effectively, pursue relevant grant opportunities, and ensure responsible allocation of resources.

MEASURING ROLE SUCCESS: DIRECTOR OF PUBLIC HISTORY

The success of the Public History unit within the Department of Education and Public Programs will be measured by its ability to advance Green-Wood's mission through the responsible, dynamic, and inclusive interpretation of its historical assets. As a vital component of the institution, the unit's impact and the success in the Director of Public History role will be evaluated through the following indicators:

- **Programmatic Impact:** Development and execution of innovative, research-driven public history programs that engage diverse audiences and reflect best practices in interpretation and public scholarship.
- **Community and Academic Engagement:** Establishment and sustained growth of strategic partnerships with academic, cultural, and community stakeholders, resulting in collaborative initiatives and increased institutional visibility.
- **Expansion and Integration of Research:** Effective leadership of the History Fellowship Program, including mentorship of fellows and the integration of original research into Green-Wood's interpretive frameworks and public programming.
- **Historical Accuracy and Scholarly Integrity:** Production and oversight of historically rigorous, well-researched content that meets professional standards and reflects a commitment to inclusive and ethical interpretation.

- **Grant Support and Resource Development:** Meaningful contributions to grant writing, fundraising initiatives, and donor engagement to sustain and expand public history and archival programs.
 - **Public Reach and Institutional Visibility:** Demonstrated growth in audience engagement, including program attendance, digital interaction, and media coverage, reflecting increased awareness and impact of Green-Wood's historical work.
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ADDITIONAL INFORMATION

Mission Statement

Green-Wood is a living cemetery that brings people closer to the world as it is and was, by memorializing the dead and bringing to life the art, history, and natural beauty of New York City.

Equal Employment Opportunity Statement

Green-Wood is an equal employment opportunity employer that prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, gender, national origin or ancestry, age, disability, pregnancy, sexual orientation, gender identity, marital status, domestic partner status, military or veteran status, citizenship status, and any other basis or characteristic protected by federal, state, or local law.
