

## RANCHO LOS ALAMITOS HISTORIC RANCH & GARDENS

6400 EAST BIXBY HILL ROAD, LONG BEACH, CALIFORNIA 90815 --- 562.431.3541

[www.RanchoLosAlamitos.org](http://www.RanchoLosAlamitos.org)

Award-winning, forward-looking Southern California historic site seeks a creative individual to develop and coordinate intriguing public programs. Hone your interpretive skills by creating innovative educational programs that help visitors connect to the site's rich history, compelling stories, and authentic connections to California's past. Spend your days surrounded and inspired by the Rancho's historic buildings and lush gardens as you delve into a diverse cultural history and its relevance to the present. Currently, in-person and virtual programs for adults and families include hands-on workshops, performances, family festivals, and seasonal events. These initiatives explore themes including sustainability and the environment, cultural diversity, labor and immigration, and more. This position is an excellent opportunity for an individual seeking rewarding part-time employment with a flexible schedule.

Rancho Los Alamitos Historic Ranch & Gardens is a 7.5-acre historic site with a ranch house (constructed/expanded c. 1800-1933), nationally significant gardens, a barnyard area with livestock, a visitor center, and a research archive. The site has been continuously occupied for more than 7,000 years, beginning with the Indigenous Tongva people. The site's history and the lives of its varied owners and occupants make it a fitting metaphor for the Southern California experience. The Rancho Los Alamitos Foundation operates the site in a public-private partnership with the City of Long Beach.

The Rancho Los Alamitos Foundation values diversity, equity, accessibility, and inclusion for all socioeconomic backgrounds, ethnicities, genders, races, abilities, and levels of education. Candidates of diverse identities are welcome and encouraged to apply.

### PUBLIC PROGRAMS COORDINATOR

**Classification:** Part-Time (24 hours/week), Non-Exempt Position reports to the Manager of Education & Public Engagement.

**Compensation:** \$25/hour. Benefits include paid holidays, sick days, and participation in the Foundation's retirement plan.

#### **JOB SUMMARY:**

The Public Programs Coordinator facilitates public engagement by developing, leading, and evaluating educational programs for families and adults. Programs include hands-on workshops, special tours, performances, family days, and seasonal events like the Ranchos Walk, Holiday Open House, and Winter Family Festival.

#### **Duties and Responsibilities Include:**

- Under the direction of the Education Manager, develop public programming concepts, curricula, budgets, and promotional materials that support Rancho Los Alamitos' mission, vision, values, DEI commitments, and interpretive plan

- Collaborate with staff and volunteers to formulate educational program content, logistics, and marketing strategies
- Develop relationships with community members and organizations as program partners, content experts, and collaborators
- Facilitate public programs for families and adults, including but not limited to workshops, lectures, special tours, performances, family days, and seasonal events
- Evaluate programs by collecting quantitative data and qualitative feedback from program participants and collaborators
- Manage record-keeping for programs, including organizing program photographs and videos
- Supervise set-up and clean-up of public programs
- Provide training and supervision for program volunteers
- Other duties as assigned; some weekend and evening work required

**Requirements:**

- B.A. in history, museum education, K-12 education, a related field, or an unrelated field with demonstrated interest in history and culture
- A minimum of three (3) years employment or equivalent experience in museum education, K-12 education, or other forms of public programming and/or community work
- Commitment to diversity, equity, accessibility, and inclusion
- Knowledge of best practices in facilitating learning experiences in a historic site or museum environment
- Knowledge of local, regional, and state history and culture
- Demonstrated ability to communicate effectively orally and in writing
- Ability to manage multiple tasks, prioritize effectively, and follow through on assignments with minimal direction
- Highly developed organizational skills with a strong attention to detail
- Team-oriented, collaborative work ethic
- Demonstrated ability to supervise and motivate a team, especially a volunteer team
- Proficiency with email communication and in Microsoft applications
- Ability to work a regular schedule with flexible evening and weekend hours as needed

**Working Conditions:**

Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 25 pounds, push and pull up to 50 pounds with the assistance of a cart, operate office equipment, open and close filing cabinets and boxes, and observe visitors and volunteers. Evening, weekend, and holiday work may be required as necessary.

The Rancho is an organization with a small staff and many activities; all staff members must be versatile and cooperative in carrying out a variety of responsibilities and duties as assigned.

---

**TO APPLY:** Email a cover letter and resume including contact information for two professional references to [katie@RanchoLosAlamitos.org](mailto:katie@RanchoLosAlamitos.org) with the position title in the subject line. Please do not telephone or drop in without an appointment. Visiting and familiarizing oneself with the site before applying, however, is encouraged.

Application review begins immediately and will continue until the position is filled.