



Job Description
Longue Vue House and Gardens
Part-Time Children's Programs Staff

December 17, 2021

About Longue Vue

Longue Vue House and Gardens is a national historic landmark with eight acres of unrivaled beautiful gardens. Longue Vue was built on a legacy of philanthropic giving and commitment to the city of New Orleans and surrounding community. Longue Vue is reclaiming its identity as a cultural center through a significant new emphasis on educational programming, exchanges of ideas, and opportunities that make our assets available to all.

Mission

Inspired by our humanitarian and artistic legacy, the mission of Longue Vue is to be a leader in the advancement of innovative thought, creative expression, and lifelong learning, and to engage our resources and exceptional setting to stimulate discussion and action on issues of social justice and community responsibility.

Longue Vue Children's Programs Staff must be able to engage with the public, share the Longue Vue story, and represent the overall mission of Longue Vue.

Objective

Longue Vue seeks positive, enthusiastic, and collaborative Children's Programs Staff to facilitate and support garden-based school & family programs including afterschool classes, field trips, and day camps. The position works closely with the Children's Programs Manager and Director of Audience Experience to plan, organize, and facilitate the museum's educational programming for children, families, and schools.

Physical Work Environment

This job operates inside and outside the facilities in changing weather conditions.

Essential Functions

Assisting with the planning, organization, facilitation, and clean-up of Longue Vue's educational programming for children, families, and schools such as:

- Field Trips and Workshops for students in PreK-5th grade
- Seasonal Day Camps & Summer Camp
- Longue Vue Learners at Lycée (a garden education program at Lycée Français de la Nouvelle-Orléans)
- Weekend Children's programming in our Discovery Garden
- Special events and occasional adult programs
- Supporting the overall operational and programmatic effectiveness by performing additional duties as directed

The ideal candidate will possess the following characteristics, skills, and experiences:

- A passion for Longue Vue's mission-based programming
- Experience in educational and community programming

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- Ability to work with children in both an outdoor and classroom setting
- Knowledge of horticulture, entomology, botany, and nature-based learning
- Exceptional communication, organizational, and interpersonal skills
- Enthusiasm to collaborate to create engaging, educational, and enjoyable programming for children and adults

Physical Demands, Roles and Requirements

The role of Children's Programs Staff requires the ability to walk on a variety of surfaces and stand for extended periods of time, stoop, and climb stairs. Also required to operate Point of Sale (POS) equipment and simple office equipment such as printers. Additional physical demand, roles and requirements include:

- Must be able to comfortably lift 50 lbs
- Must be self-motivated and able to work independently
- Must be able to follow directions and stay focused on the assigned task
- Must have excellent cooperation and communication skills
- Must endure extended periods of physical activity, stooping, bending, and lifting daily
- Must assist in emergency preparation as needed
- Must enjoy working with other staff and volunteers
- Must be reliable
- Must have flexible hours and be available on weekends
- Must be willing to work additional hours during high-volume seasons and events
- Must have a positive attitude and high energy
- Must be self-motivated and highly productive
- Must be comfortable working in a diverse, equity-focused environment

Position Type/Expected Hours of Work

This is a part-time job with variable hours depending on museum programming needs, approximately 15 hours per week. Applicant must be available for flexible hours, including weekday mornings and weekends. Position starts at \$13.50/hr. with an opportunity to raise to \$14/hr. after 90 days of employment.

Sustainability

Longue Vue is a leaf blower-free zone. The garden team practices all-natural gardening. Longue Vue is also a chemical-free zone. The facilities team uses all-natural cleaning agents and pesticides wherever possible.

Apply

To apply, send your résumé and cover letter directly to Anna Bell Jones, Director of Internal Affairs at ajones@longuevue.com

For more info go to <https://longuevue.com/>

Longue Vue is an equal opportunity employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.

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