

Personnel Vacancy Notice

Title: **Assistant Director, Louis Armstrong House Museum**

Work locations: (1) Historic site and offices, Corona, Queens
(2) Offices at Rosenthal Library, Queens College, Flushing, Queens

Background: The great musician Louis Armstrong and his wife Lucille (a Cotton Club dancer) purchased a modest frame house in Corona, Queens, New York City in 1943 and lived there for the rest of their lives. Today their home, perfectly preserved, is a National Historic Landmark and a New York City landmark open to the public six days per week and visited by people from all over the world. The Museum also holds the world's largest research archives for any jazz musician. The Museum produces a regular series of concerts, exhibitions and other public programs.

Summary: The Assistant Director is a senior administrator of the Museum. The Assistant Director administers the daily operations of the historic site and supports the Executive Director as needed.

Reports to: Executive Director, Louis Armstrong House Museum.

Supervises: Museum Assistants (FTEs), docents, interns, and volunteers

Duties

1. Interview, hire, train, and supervise Museum Assistants, docents, interns, and volunteers.
2. Supervise daily operations of the Louis Armstrong House Museum Welcome Center.
3. Review daily cash reports, credit card processing statements, and other financial reports. Make bank deposits.
4. Assist with public programs.
5. Serve as a community liaison.
6. Substitute for the Executive Director at meetings and special events.
7. In the absence of the Executive Director, make administrative decisions for the Louis Armstrong House Museum.
8. Other duties as assigned.

Qualifications:

1. Bachelor's degree in arts administration, music, museum studies, library science, Africana studies, or other job related discipline.
2. Two years administrative experience in a museum, cultural organization, university, or other job related organization.
3. Ability to compose correspondence, reports, memos, spreadsheets, and other such documents without significant errors.
4. Satisfactory qualities of personality and character and ability to work with others for the good of the institution.

Highly Desired:

1. Knowledge of jazz history, especially the life and career of Louis Armstrong.
2. Graduate degree.
3. Proficiency in using MS-Office (Word/Access/Excel/Outlook).
4. New York State driver's license.
5. Potential for significant achievement and growth.

Salary: \$72,800 annually. Benefits.

Schedule: 35 hours per week to be scheduled Monday-Sunday, 9 AM – 6 PM. Occasional evening and weekend events.

To apply: Send as PDF files (1) cover letter, (2) curriculum vitae, and (3) names, telephone numbers and emails of three references to: employment@louisarmstronghouse.org.

The position is opened until filled.

GrantsPlus, the Research Foundation of the City University of New York, and Queens College/CUNY are equal opportunity/affirmative action/IRCA/Americans with Disabilities Act employers.