



Accessibility Program Consultant

The [Historic House Trust of NYC](#) seeks a highly organized and motivated consultant to manage a grant-funded, multi-year initiative that will enhance physical accessibility and inclusive programming at 23 historic house museums across all five boroughs of New York City. This initiative promises to position HHT and its partner historic sites at the forefront of such efforts across the nation. Funding will allow the Accessibility Program Consultant to build on HHT's previous efforts in this arena to work toward a more universally accessible future for these significant cultural treasures, including formulating and launching innovative pilot programs that respond to community needs. It is a primary goal that this project create new models that can guide other historic sites, and cultural institutions in general, that are striving to broaden accessibility.

Rate: \$35-\$50/hour

Duration: Anticipated 18 months, with possibility for extension (anticipated start date in October 2021)

Location: Position will be primarily remote, but must be able to travel to NYC for meetings and site visits as required.

Responsibilities:

This is anticipated to be an up-to-35-hour-per-week position, with flexibility depending on the needs of the project. The Accessibility Program Consultant will work closely with HHT's staff and representatives of its partner historic sites, and under the direct supervision of HHT's Executive Director. HHT will work with the successful candidate to shape the project, but responsibilities are expected to include:

- Conducting an audit and preparing a report of current accessibility programs, tools, and technologies at HHT's 23 partner historic sites, including site visits and interviews with museum staff and constituents
- Managing a re-granting program in support of pilot accessibility programs, tools, or technologies
- Planning and implementing pilot accessibility programs, tools, or technologies at a minimum of five sites
- Engaging with accessibility experts, City partners and community stakeholders for input on aspects of the project
- Managing a creative team that will be documenting and promoting the initiative via photos and videography
- Upon completion of the initiative, sharing the project via public programs and conferences
- Performing project-related administrative tasks and undertaking other duties as assigned

Qualifications:

- Experience in creating accessibility programs at museums and/or experience in program development at historic sites
- Experience managing large-scale projects alongside other consultants and full-time staff
- Experience collaborating with multiple stakeholders and engaging communities in program development
- Ability to work independently, whether remotely, on site visits, or in the HHT office
- Superior in-person and digital communication skills
- Strong organizational skills, exceptional attention to detail, and proven ability to multitask
- Interest in history, historic preservation, decorative arts, or related fields is preferred
- Undergraduate degree or higher (or equivalent experience)

Candidates who identify as having a disability or have applicable work/life experience with disabilities are encouraged to apply. The HHT office is located on the second floor of a building with ramp and elevator access.

Please send resume and cover letter to matthew.coody@historichoustrust.org.