



JOB ANNOUNCEMENT

**Senior Manager of Interpretation and Collections
Woodrow Wilson House
A National Trust for Historic Preservation Historic Site**

Job Summary

The Senior Manager of Interpretation and Collections at the Woodrow Wilson House will utilize their expertise and experience in the creative integration of interpretative programming and collections management, and will play an important role in the re-imagining of this iconic historic site. The Senior Manager will engage with and develop innovative and sustainable programming related to Wilson's complex legacy, both domestically and internationally, with a special focus on the race and gender equality aspects of Wilson's administration and the Wilsons' period in the house as a priority. For this reason, candidates are encouraged to apply who meet the qualifications for the position and who also have ties to, or experience in outreach to and engagement of, African American or other culturally diverse communities. The work will require the Senior Manager to collaborate with a range of partners to deliver mission-driven programming that interprets the history of the site, is financially sustainable, and that expands the site's relevance and audiences served.

DUTIES

- Develop, implement and manage innovative, collaborative programming that:
 - Is in alignment with the National Trust's mission and values, including a commitment to diversity and inclusion.
 - Contributes to operating budget, and the overall site sustainability.
 - Includes object-based research and storytelling to more fully utilize the site's significant collection related to Wilson's life and Presidency.
 - Expands the interpretation of the site's history and audiences served.
 - Specifically addresses and allows for conversations around issues of race and gender equality, both historically and as they relate to current events and issues.
 - Increases the site's external partnerships and public benefit provided.
- Assume responsibility for curation and collections management as outlined in the National Trust's collections management policy. This may include, but is not limited to, exhibit and program development, collections database management, collections inventories, accessioning and deaccessioning, managing incoming and outgoing loans, environmental monitoring, and maintaining and/or improving collections storage areas.
- Train and provide guidance to site staff in object handling and collections care. Manage the movement and/or safe placement of the collection in preparation for special events and programs.
- Prepare and monitor the budgets associated with this position's programs; manage programs to stay within expense budgets and meet or exceed revenue goals.
- In tandem with the National Trust, participate in the development of and implementation of the interpretive plan consistent with the National Trust's vision for its historic sites.
- Participate in developing creative, sustainable and entrepreneurial uses and interpretation of the site that moves it away from the traditional historic house museum model, and toward one that connects and engages a broader, more diverse community through successful partnerships, telling of under-represented stories, and experiential programming.
- Develop and produce revenue generating experiential programming that helps meet business and financial goals.
- Collaborate effectively with other staff to help foster a team-based approach to all programs, guide staff training, presentations, and outreach and marketing materials, and program and event logistics (including set-up, take-down and follow-up).
- Participate in appropriate or required meetings and programs of the National Trust.

QUALIFICATIONS

- At least 8 years of professional level experience, including experience with planning, budgeting, and implementing sustainable, interpretive and revenue-generating programs management in historic sites or a related field.
- Experience in programmatically engaging culturally diverse audiences, constituents and partners, including on sometimes controversial or provocative
- Experience or understanding of programming around African American stories and histories -- especially in our priority areas of race and racism, and African American culture during and since Wilson's presidency.
- Experience with identifying underrepresented areas of the collection and seeking ways to obtain these objects through accessioning or loans, as well as experience identifying and sharing new diverse stories and interpretations for objects already in the collection.
- Connections to and relationships with organizations and groups who represent communities and people who might partner with and/or benefit from site programming, including professional or personal ties to culturally diverse affinity groups.
- Demonstrated sensitivity or background in running collections-centered programs in historic spaces.
- Demonstrated understanding and success in non-profit programmatic funding, including grant or proposal-writing and program fundraising.
- Demonstrated success in developing and implementing experiential programming that earns revenue, including experience in effective scheduling, promotion, and budget development and management. Entrepreneurial spirit and skill set a plus.
- Demonstrated success in building relationships with sponsors, underwriters, grantors, audiences, diverse stakeholders, and for-profit and nonprofit partners.
- Demonstrated success in assessing community trends and needs and developing programming in response to those.
- Demonstrated understanding and commitment to the values and mission of the National Trust and the organization's vision for its historic sites.
- Effective and inspiring team member skills, with a commitment to diversity, demonstrated by success in collaborating with a varied staff with wide-ranging skill sets.
- Advanced analytical and problem-solving skills, including issue identification and prioritization.
- Advanced project-management skills, including project budgeting, staffing and planning. Ability to achieve results with limited supervision.
- Effective presentation skills. Excellent writing, spelling, grammar, and proofreading skills, as well as strong verbal communication and customer service skills. Bi-lingual language skills (especially English/Spanish) a plus.
- Strong organizational skills. Excellent attention to detail.
- Experience successfully managing key stakeholders and relationships. Proven ability to collaborate across departments to implement processes and achieve results. Track record of building and maintaining productive relationships with multiple stakeholders. Public contact and ability to work successfully in close proximity to others required.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion. Ability to adapt and be flexible in a dynamic work environment. Ability to work effectively with frequent interruptions required. Able to handle frequently changing and/or unscheduled tasks with accuracy.
- Proven ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Advanced knowledge of Microsoft Word and Excel required. Familiarity with other software, including databases, a plus.
- Bachelor's degree required. Advanced degree in non-profit or business management, history, historic preservation, or equivalent from an accredited institution a plus.
- Regular and reliable attendance is required.
- Some travel required.

TO APPLY

Please email cover letter and resume to 676262-CS-1124@nthp.hrmdirect.com