

The Nelda C. and H.J. Lutcher Stark Foundation is seeking an Interpretation & Programming Manager for the W.H. Stark House. This position is responsible for researching, developing, implementing, and evaluating community and school educational programs to interpret historically significant themes, locations, and people related to the Stark and Lutcher families with emphasis on placing the W.H. Stark House in its historical context and encouraging awareness and appreciation for the history. In addition the WSHH Interpretation & Programming Manager coordinates overall operations of the W.H. Stark House and Carriage House, including volunteer staff training, scheduling, and oversight. The position is full-time and work week is Tuesday through Saturday, with occasional evening hours.

**Essential Duties and Responsibilities:**

- Plan, manage and implement educational outreach programs; work with area educators to develop history curriculum and provide professional development opportunities
- Give lectures, lead tours, workshops, and educational seminars and practical demonstrations
- Work closely with Volunteer and Operations Manager on WSHH volunteer recruitment.
- Train, schedule, oversee, and evaluate volunteer staff, including content training for tour hosts
- Support efforts of Registrar and Exhibitions and Collections Manager as needed to communicate with security, property, grounds, and custodial staff to ensure proper care and maintenance of the facility
- Work closely with the Registrar and Exhibitions and Collections Manager to appropriately utilize collections for interpretation in WSHH rooms and the Carriage House.
- Assist as needed with select collections care activities; utilize TMS (collections management system) to research and understand WSHH collections
- In conjunction with marketing department develop and maintain an online presence using the WSHH collections, including social media and other applications; provide content and program information in a timely manner for promotion purposes
- In conjunction with the Director, Stark Art & History Venues, coordinate overall operations of WSHH and Carriage House including budgets and administrative reports, ongoing financial management, and operational stewardship
- Ensure accuracy and appropriateness of the research informing the interpretive plan and activities; Conduct research as needed and prepare cited documentation regarding family, buildings, grounds, businesses, legacy, objects, etc.
- Maintain relationships with internal and external stakeholders
- Develop and support the capabilities of the WSHH volunteer staff and ensure that their work meets ethical and professional standards
- Provide a high level of energy and professionalism and infuse the volunteer staff with enthusiasm and drive to advance the mission of the WSHH, the Art & History Venues, and the Stark Foundation
- Assist with facilitating the Stark Reading Contest and other Art & History Venue activities as needed.

**Education & Qualifications:** A degree in Public History, American History, American Studies, Museum Studies, Education, or related discipline with a minimum of three-years experience facilitating interpretive programming in an informal setting.

Experience at a historic site, organization, or museum preferred.

- Proven experience with innovative approaches to significantly enhancing a historic site's impact and contribution to the community.
- Proven understanding of interpretive and educational theory.
- Experience with collections care fundamentals, including object handling, and collections management systems
- Knowledge of research principles; protocol, techniques and standards within historical organizations and museums.
- Knowledge of and experience with best practices in historical interpretation and education.
- A proven track record of successfully developing dynamic programs for students, educators, multi-generational and senior groups.
- Demonstrated ability to work cooperatively and effectively and to communicate well with a wide range of people, including paid and unpaid staff.
- Passion for history and preservation and its educational role in today's world.
- Ability to create, compose and edit written materials; ability to adapt text or narrative to audience.
- Skill in organizing resources and establishing priorities.
- Strong planning and management background.
- Demonstrated communication and interpersonal skills across all levels of an organization and with the public; ability to serve as spokesperson locally, regionally, and nationally.
- Highly motivated self-starter with a hands-on work ethic, good judgment, and mature thinking.
- Have a positive, can-do attitude and a sense of humor.

**Benefits:** Group medical, dental, and life insurance; 403(b) and retirement plans; paid vacation, sick leave and holidays.

**Application Process:** To apply, please send cover letter and resume to [swester@starkfoundation.org](mailto:swester@starkfoundation.org). Please put WSHS Interpretation & Programming Manager as subject line