

Position Description

Position Title:	Director of the George Read II House & Gardens	Date:	January 2024
Reports To:	Executive Director	FLSA Status:	Exempt
Department:	Read House & Gardens	Position Status (FT/PT)	Full-time

About George Read II House & Gardens

The George Read II House & Gardens (RHG) is operated by Delaware Historical Society (DHS), a non-profit 501 (c)(3) organization whose vision is to preserve the property, welcome visitors, and promote educational opportunities for the greater community to learn about the unique history of this National Historic Landmark.

Job Summary

The Director of the Read House & Gardens, who reports to the Executive Director of DHS, executes the organization's vision while overseeing daily operations of the property and grounds in accordance with best practices and professional standards. The RHG Director observes general conditions of the building and grounds for maintenance, equipment, utilities, cleanliness, safety, and comfort to share observations regularly with the Director of Building and Grounds. Also, the RHG Director serves as part of DHS' leadership team and works closely with the Director of Advancement and Communications towards raising funds, membership development, marketing, and fiscal responsibility. The RHG Director works collaboratively with DHS Chief Curator and Director of Buildings & Grounds to ensure the proper care, transport and repair of collection items, and the essential upkeep of the historic house and grounds. The Director supervises and coaches the Read House Curator of Education, implementing best practices, and facilitating programmatic collaboration and alignment with DHS' Director of Education & Inspiration and Director of the Jane & Littleton Mitchell Center for African American Heritage.

Job Duties and Key Responsibilities

- **Museum Operations:** Manages historic building's interiors, grounds, and their functional usages. This includes presiding over an in-progress landscape redesign project which will revivify the gardens while improving their accessibility and environmental sustainability. The Director supervises the Read House Curator of Education and works collaboratively with all DHS departments, providing educational opportunities for people of all ages while supporting major fund-raising functions and grant development. Working with the RHG staff and Rentals Coordinator, the Director oversees the execution of event rentals, group tours, volunteer activities, and the overall management of the gift shop. (i.e., inventory procurement and monitoring sales).
- **Visioning:** Recognizing that the stories we tell and information we convey mold our visitors' understanding of the past, the Read House and Gardens takes seriously its obligation to engage with people in ways that are honest, respectful, inclusive, meaningful, and enriching. The Director will work with the Curator of Education to develop and maintain an interpretive vision in keeping with the goals and standards of the Delaware Historical Society and the property's

distinction as a National Historic Landmark while honoring the unique history and context of the George Read II House.

- **Capital Project Coordination/ Management:** RHG Director takes the lead role in managing and coordinating small, medium, and large renovation and facility capital projects for the Read House & Gardens. This duty is carried out in close coordination with Director of Buildings & Grounds, Buildings & Grounds Committee, and the Read House Advisory Council, and requires working with DHS Executive Director, construction managers and departments to define project scopes, time constraints, schedules, and preliminary budgets; assisting in the selection of the design professional(s); reviewing drawings and specifications prepared by architects and engineers to become familiar with the project and to assure compliance with DHS standards and program requirements; participating in pre-bid conferences with the design professionals with prospective bidders; receiving and evaluating bids in conjunction with the Executive Director.
 - RHG Director will coordinate the development and delivery of capital projects from concept to completion, including drafting contracts in accordance with established procedures, facilitating communication with bidders, coordinating the development and delivery of a project schedule (workflow) for all aspects of and trades engaged in the project, negotiating all necessary changes and promptly communicating same to all affected parties within DHS and among contractors, reviewing and approving all payments and invoices, thoroughly documenting the entire contracting and construction process and procedures, all with a minimum of supervision.
- **Collections:** Work closely with Chief Curator and Curator of Objects to coordinate all efforts related to collections care, handling, management, display, and preservation of accessioned, prop, and educational collections at the RH&G. RHD Director will
 - Coordinate the moving/inter-campus transfer of collections with Chief Curator, Curator of Objects, and Director of Buildings and Grounds and provide direct physical assistance. Participate in the periodic review and revision of collections policy
 - Identify and/or assess opportunities for acquisitions
 - Bring RH&G and Collections and Access staff together to understand how RH&G interpretive themes can inform collecting strategy, as well as how they can activate items in the general collections.
- **Marketing:** Implements annual special events and establishes new events with the community. In collaboration with the Director of Advancement and Communications, promotes awareness and generates funds through web sites, media outreach, social media, newsletters, e-mail campaigns and other forms of advertising. The Director establishes relationships, cultivates DHS members and RHG interest groups, and participates in the acknowledgement of Read House donors and supporters.
- **Administration and Fiscal Management:** Works closely with RHG Advisory Council and coordinates quarterly Advisory Council meetings, presents updates, and obtains signatures for legal documentation when needed. The Director works with DHS Administrative staff to maintain and develop RHG's electronic and hard copy records, prepare invoices for payment, and monitor RHG staff payroll. The Director is responsible for the fiscal wellbeing of RHG within DHS, including oversight of the RHG departmental operating budget, cost control, and fiscal statements, processing reports and requests in a timely manner. Additionally, the Director contributes to the solicitation, writing, and administration grants, including fiscal management of funds (e.g., vendor bidding, contracts).

- **Community Advocate:** Serves as the public spokesperson for the George Read II House & Gardens, including efforts to promote this historical landmark to various constituents (visitors, donors, neighbors, DHS members, historians, related and partnership organizations). Develops avenues to attract visitors from around the world while promoting this important house and grounds—and their functions—as a relevant, dynamic historical asset. Assures that local New Castle, county, state, and other officials are advised of current activities and future plans.

Supervisory Responsibilities

- The Director supervises three direct reports: the Read House and Gardens Curator of Education (1.0FTE), the contracted Horticulturist (approx. 10 hours/ week), and the Community Garden Coordinator (approx. 30 hours per season).
- The Director oversees the work of part-time staff who report directly to the RH&G Curator of Education: a Lead Museum Ambassador (.5FTE) and 6-10 Museum Ambassadors (on-call).

Qualifications

Education and Experience Requirements:

- Master's Degree in a relevant area of study is preferred. Bachelor's degree in an applicable field of study, such as History, Decorative Arts, Anthropology, Material Culture, Museum Studies, etc. will be considered with exceptional recommendations.
- Preferred qualifications include a minimum of 5 years of program management experience and 3 years of non-profit management experience, with a strong preference for candidates demonstrating leadership experience in a non-profit organization or museum.
- Experience supervising a small staff and working collaboratively across departments with skills in contributing to an organization's marketing and grant writing efforts.
- Experience managing or coordinating capital projects, managing capital budgets, and liaising with construction professionals

Knowledge, Skills, and Abilities:

- Strong commitment and passion to the mission, the organization, and its strategic plan.
- Demonstrates effective leadership, team building, organizational, time management and customer service skills.
- Is a self-starter and multi-tasker, who attends well to details, can work independently, and demonstrates a flexible nature.
- Displays respect and appreciation for all persons and can relate well to people.
- Demonstrates sufficient proficiency and experience with Microsoft Office, databases, and social media platforms as required for the position.

Work Environment:

- General business hours are Monday-Friday, 9am-5pm, with occasional evenings and weekends when RHG holds special events.
- Frequent travel between DHS campuses in Wilmington and New Castle
- Occasional travel to offsite meetings

Compensation and Benefits:

- This is a full-time salaried position with pay commensurate with positions of similar responsibility.

- Delaware Historical Society also offers comprehensive employee benefits including medical, dental and vision insurance, LTD and Life Insurance.

Physical Demands:

- Must be able to navigate stairs in a large historic house, including to third-floor office spaces, and traverse uneven ground in the gardens
- Must be able to adapt to high-pace environments
- Must be able to occasionally ascend ladders
- Must be able to lift objects up to 40 lbs.

This position description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. The Delaware Historical Society has the right to revise this position description at any time. The Delaware Historical Society is an “at will” employer and as such, neither this position description nor your signature constitutes any form of contractual agreement between you and the Delaware Historical Society.

The Delaware Historical Society does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.