

POSITION TITLE: Director of Programming and Education  
CLASSIFICATION: Exempt  
SUPERVISION: Executive Director

Requirements: Individual must possess a high level of management, communication and organizational skills. Must have experience in public speaking and writing technical reports. A working knowledge of U.S. history is required; familiarity and passion for Virginia's culture and heritage is preferred.

General Responsibilities:

- Maintain stewardship of mansion and collections
- Hire, train, supervise and schedule interpretative guide staff
- Uphold educational standards
- Manage the Douglas W. Hunt Legacy for Historical Studies
- Develop and disseminate historical interpretation of property and collections
- Prepare annual budgets for collections and interpretations; manage all functions of the programming and education department including budgeting, prospecting, bids, recordkeeping, scheduling, and reporting.
- Brainstorm current strategies and new business development ideas, develop feasibility models, and obtain contracts for the ideas that are both long-term funding opportunities and in-line with organizational priorities
- In coordination with leadership, develop and maintain key relationships in order to identify, solicit and obtain contracts and other funding for programming
- Ensure all projects and programs comply with all applicable federal, state, and local laws and regulations
- Possess a positive attitude towards fellow employees and the public

Specific Responsibilities:

- Develop and implement new interpretive tours
- Enhance community outreach through participation with reciprocal groups which may be civic, non-profit, private and/or public
- Facilitate plantation, mansion and school house tours and programming
- Conduct appropriate genealogical and property research
- Liaison to public for historically related inquiries
- Oversee care, management and acquisition of collections, working with curatorial consultants as needed
- Create and install educational and/or historical displays and exhibits
- Support grant writing activities
- Support mission group as well as administrative and business activities
- Write articles for newsletter
- Pursue advertising and sponsorship opportunities and mansion rentals, in coordination with marketing and event staff
- Attend scheduled staff meetings and assigned Board committee meetings
- Organize and oversee Loudoun County Heritage Day and Christmas
- Other duties as assigned