



Historic Park Manager Job Description

Burritt on the Mountain offers a unique and exciting environment to work with dedicated learners, history enthusiasts, museum professionals and educators in a scenic and inspiring location.

Historic Park Manager (part-time)

Reports to the Chief Programs Officer

Position Summary

The Historic Park Manager oversees the day-to-day operation of the Historic Park and Barnyard, as well as serving as an interpreter.

Position Responsibilities

- Oversees the daily costumed interpretation of the historic park, barnyard and farm animals.
- Oversees the feeding, care and training of the barnyard animals.
- Develops and publishes a monthly work schedule for the historic park and barnyard interpreters.
- Evaluates the performance of historic park and barnyard interpreters.
- Assists with staff and volunteer training as needed.
- Leads quarterly historic park staff meetings.
- Serves as a historic park and/or barnyard interpreter one to three days per week.
- Develops/oversees interpretive programming.
- Works with the education staff members to facilitate field trips and other educational programs.
- Coordinates with the Curator to ensure maintenance and preservation of historic park structures and artifacts.
- Assists with special events such as festivals, holiday events and concerts.
- Other duties as assigned.

Education and Experience Requirements

- Bachelor's degree from an accredited college or university is preferred or five years' experience in this field in a museum setting.
- Prior managerial experience preferred.
- Proficient in Microsoft Office applications

Desired Personal Characteristics

- Able to work with the public
- Able to think analytically and problem solve
- Possesses highly effective written and oral communication, and interpersonal skills
- Self-motivated, highly organized, detail oriented and able to multi-task
- Energetic, hard-working, and a team player
- Positive, enthusiastic, professional image in representing the school, both internally and externally
- Discreet with confidential information
- Able to work weekends and/or occasional evenings as necessary

Physical Demands

The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to handle or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes up to 50 pounds. The employee must be able to speak fluent and correct English.

Hours and Compensation

Currently, this position requires an average of 22 hours per week. Compensation is \$14.00 per hour. This position qualifies for participation in the retirement system of Alabama (RSA).

Applications

Please submit the following materials by e-mail to Tammy Cooney at tammy.cooney@huntsvilleal.gov.

1. Cover Letter that details your experience and knowledge that relates to this position
2. Resume or Curriculum Vitae
3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.