



Position Available - Historic Park Manager (part-time)

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.

Position Summary

The Historic Park Manager (HPM) oversees the day-to-day operation of the Historic Park and Barnyard, as well as serving as a living history interpreter (presenter). The HPM reports to the Chief Programs Officer.

Position Responsibilities

- Oversees the daily costumed interpretation of the historic park, barnyard and farm animals.
- Develops and publishes a monthly work schedule for the historic park interpreters and barnyard workers.
- Oversees the feeding, care and training of the barnyard animals.
- Evaluates the performance of historic park interpreters and barnyard workers.
- Assists with staff and volunteer training as needed.
- Leads quarterly historic park staff meetings.
- Serves as a historic park interpreter and/or barnyard worker at least one day per week.
- Develops/oversees interpretive programming.
- Works with the education staff members to facilitate field trips and other educational programs.
- Coordinates with the Chief Operations Officer/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
- 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
- Self-motivated, highly organized, detail oriented
- A team player with strong communication skills
- Positive, professional image in representing the museum, 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 28 hours per week. Compensation is \$18 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 states reasons for interest in the position.
2. Resume or Curriculum Vitae detailing education and work experience.
3. Contact Information for three references. At least two must be professional references.

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

Burritt on the Mountain is committed to providing equal employment opportunities to all applicants. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.