



## Job Posting

# Historic House Manager (Full Time) Atlanta History Center

The Atlanta History Center is looking for a highly motivated and results-oriented professional for the position of Historic House Manager.

This individual administers the day-to-day operations of the Atlanta History Center's four historic houses – Margaret Mitchell House, Smith Family Farm, Swan House, and Wood Family Cabin – including, but not limited to administrative, supervisory, and clerical tasks, historic and museum-field research, training, leading tours, and collections care and cleaning.

The Manager is committed to achieving the shared goals of the Atlanta History Center in coordination with the Deputy Mission Officer, Historic House staff, and multiple departments and community partners.

The successful candidate is a strategic and innovative thinker, as well as a self-starter who demonstrates strong interpersonal, verbal and written communications skills, and energy, creative vision, and a sense of humor and charisma; has strong organizational and analytical ability, in addition to a positive attitude and human relations orientation; is an articulate and persuasive communicator, both verbally and in writing; is goal-oriented, and able to manage multiple tasks simultaneously and meet myriad deadlines; and possesses a strong sense of personal and professional integrity with the ability to exercise authority, and accept responsibility and accountability.

The successful candidate must to work independently, while consulting with the Deputy Mission Officer on a consistent basis and must demonstrate capacity to make sound recommendations and/or decisions in a fluid environment. The successful candidate must perform all essential job functions accurately and efficiently; be willing and able to develop and maintain professional and positive working relationships with supervisors, staff, managers, and constituents of the Atlanta History Center team; be able to exercise tact and diplomacy; work with tight deadlines; and produce first-rate, highly accurate work, with meticulous attention to detail. The successful candidate should have knowledge of and experience with different live interpretive methodologies.

Application Deadline: October 15, 2017

Apply Online: <http://www.atlantahistorycenter.com/careers>