HCA
DELAWARE HISTORICAL & CULTURAL AFFAIRS

Delaware Division of Historical & Cultural Affairs
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history.delaware.gov

Museum/Historic Site Supervisor
Cooch's Bridge Historic Site

The Delaware Division of Historical and Cultural Affairs (Department of State) seeks an enthusiastic and experienced individual to provide leadership within the Cooch's Bridge Historic Site.

Working with a variety of colleagues from the Division, and under the direction of the Historic Sites Team Manager, the Museum/Historic Site Supervisor is responsible for the daily operations, project coordination, and public programming at the Cooch's Bridge Historic Site, a new site for the Division.

The Museum/Historic Site Supervisor will participate in and oversee all aspects of site operations and interpretive and education programming related to individuals, groups, and schools. This programming will occur on-site, off-site, and virtually. This position will work to raise awareness of the programs offered that highlight the history of the site in regional and national topics. Additionally, this position will be the on-site coordinator of the transition of this property to a public historic site. This involves supervising contractors, working with volunteers, and acting as the Division's liaison to the local community.

The Cooch's Bridge Historic Site covers a wide swath of history from pre-contact to the Industrial Revolution. Particular emphasis is on the use of the land and river, the Battle of Cooch's Bridge (Delaware's only land battle of the Revolutionary War), milling history, and all the people who lived and worked in the area. The site is in the process of transitioning from private land to a public site. The Site Supervisor will have a key role in formally opening the sixth museum operated by the State of Delaware under the Division. More information can be found at our prototype webpage for the site, which is under construction.

The position is a full-time, merit position and will require weekend and some evening work. The position is based just outside of Newark, Delaware, with a hiring salary range of $34,984.00 – $37,064.25.

Responsibilities:

1. Monitors and evaluates historic site operations and maintains liaison with tenants, the Friends group, special interest groups, neighbors, government officials, contractors, and others. Monitors procedures for handling revenues.
2. Reports daily operational activities/problems to Division administrators/curators. Recommends and implements new/revised policies, procedures, and activities.
3. Develops interpretative, creative, and age-appropriate tours/programs of the Cooch's Bridge Historic Site. Participates with curators and researchers in the planning, research, development and implementation of on-site and outreach education activities and proposals for thematic tours that complement the goals and objectives of the Division.
4. Coordinates activities with curators and Division administrators regarding exhibit installation, site furnishing plans, collections conservation, revising/supplementing interpretative activities and other curatorial functions.

5. Plans, assigns, reviews, and evaluates the work of subordinate personnel; interviews job applicants and recommends hiring; establishes and conducts staff development sessions, e.g., tour content, professional communication techniques, etc. to enhance services provided.
6. Assists with the development of community based special events and celebrations by networking with community leaders, service organizations, special interest groups, historical societies and actively participating in planning meetings and coordinating functions.
7. Schedules tours and other programs of the various components of the Cooch's Bridge Historic Site, assesses special needs for group tours, and oversees the surveillance of visitors, buildings, and contents. May conduct guided tours of structures and grounds.
8. Conducts museum related activities such as preparing and conducting presentations, press releases, proposing draft designs for promotional and marketing materials, participating in pre-bid meetings and contractual progress meetings, and assisting with the development of exhibits.
9. Prepares and writes a variety of operational reports such as visitation, staff schedules, etc., using established forms or formats.
10. Works with diverse audiences and age groups.

Knowledge and Abilities:

1. Knowledge of managing museum/historic site operations and functions.
2. Knowledge of state museums policies, procedures, and regulations pertaining to museum/historic site operations and functions.
3. Knowledge of museum/historic site professional standards, ethics, procedures, and techniques.
4. Knowledge of visitor services and museum professional standards for developing and conducting tours and interpretation of the historic site, exhibits, and/or collections.
5. Knowledge of American history, Delaware history, cultural history, and/or closely related field.
6. Knowledge of supervisory principles, practices, and techniques.
7. Knowledge of the methods and techniques for conducting historical research.
8. Knowledge of social media platforms such as Facebook and Instagram.
9. Ability to conduct historical research for interpretation, presentation, exhibits.
10. Ability to present information clearly and concisely, communicate effectively, and resolve problems.
11. Ability to organize, coordinate and direct groups, tenants, contractors as well as handling simultaneous multiple projects and functions.
12. Ability to maintain museum/historic site security.
13. Ability to assess operational needs for personnel, supplies, material, and equipment.
14. Ability to utilize video conferencing programs such as Zoom and Teams for meetings and public programming.
15. Excellent interpersonal skills to work with diverse visitors, residents, volunteers, contractors, and staff.
16. Strong organizational and project management skills with ability to work independently, proactively, and as a team member.
17. Computer literacy, particularly in Outlook, Word, Excel, and PowerPoint.
18. Must have valid driver's license and be able to work weekends, holidays, and occasional evening hours.

Position Requirements:

1. Six months experience in public relations, media relations, or communications such as establishing and promoting a positive image with the public, informing or influencing specific audiences using internal and external communications such as public forums, journalism, writing, marketing, advertising, promotions, social media, and/or special events.
2. At least six months experience in museum practices such as developing and conducting museum educational programs or tours, research, collection management, exhibit design, and/or preservation or maintenance of historic buildings.
3. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.
5. Knowledge of project coordination acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising contractors; OR work experience coordinating projects with coworkers.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The Division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the division's Statement on Race and Equity at https://history.delaware.gov/about-agency/.

Apply through the Delaware Employment Link.