



Job title	Vice President of Preservation, Facilities, and Landscape
Reports to	President and CEO, Thomas W. Haas Endowed Chair
Status	Full-time (37.5 hours/week), Salary Exempt
Direct Reports	Maintenance and Event Operations Manager, Manager of Landscape Horticulture
Pay Range	\$90,000-105,000 per year

Job Summary

The Vice President of Preservation, Facilities, and Landscape plays a crucial role in preserving and enhancing the historic and cultural assets of Strawbery Banke Museum. This role will build and lead a high performing team, providing clear direction, mentorship, and support to staff in the preservation, facilities, and landscape departments. This position is expected to foster a culture of collaboration, innovation, and continuous improvement within the departments they oversee as with all other Museum departments. The Vice President of Preservation, Facilities, and Landscape will oversee planning and implementation of projects as well as maintenance of all facilities.

Duties and Responsibilities

Primary Duties

Building Preservation

- Develop and implement preservation strategies to ensure the long-term integrity and authenticity of historic structures within the Museum.
- Collaborate with preservation professionals, historians, and architects to guide restoration projects and maintain compliance with preservation standards.

Facilities Management

- Oversee the maintenance and operations of all museum facilities, ensuring a safe and welcoming environment for staff, visitors, and volunteers.
- Develop and implement preventative maintenance programs to extend the life of buildings and infrastructure.
- Oversee the Heritage House Program, including strategies to have the HHP increase revenue for ongoing operational needs of the Museum.
- Oversee parking facilities—develop and implement a strategic plan for the Museum to earn revenue consistently from parking.
- Oversee the efficient and effective setup and breakdown of event infrastructure.

Landscape Planning and Development

- Lead the design and implementation of landscape plans that enhance the overall visitor experience while preserving historical accuracy
- Collaborate with staff and external landscape architects and horticulturists to integrate sustainable and culturally relevant practices into the Museum's outdoor spaces.

Environmental Sustainability

- Support the Director of Environmental Sustainability in upcoming major projects
- Oversee project management of the Stormwater Management Plan

Short and Long-Term Planning

- Develop plans for preservation, facilities, and landscape initiatives, ensuring they align with the Museum's mission, vision, and strategic goals.
- Conduct regular assessments to identify potential risks, maintenance needs, and opportunities for improvement, adjusting plans accordingly.
- Regularly assess physical accessibility of grounds and buildings and develop plans to increase site accessibility.

Budget Management

- Work collaboratively with the finance team to develop and manage budgets for preservation, facilities, and landscape projects.
- Ensure cost-effective solutions without compromising the Museum's commitment to quality and historical authenticity.

Leadership

- Build and lead a high-performing team, providing clear direction, mentorship, and support to staff in the environmental sustainability, facilities, and landscape horticulture departments.
- Foster a culture of collaboration, innovation, and continuous improvement.

Additional Duties

- Assist with Museum events as assigned by the Museum Events Manager.
- Participate in all trainings and workshops required of Strawberry Banke Museum staff.
- Other duties as assigned.

Qualifications

- Masters degree in historic preservation, museum studies, architecture, landscape architecture, or a related field
- Proven experience in preservation, facilities management, and landscape planning
- Experience in a museum or historic site context preferred
- Strong leadership and strategic planning skills with the ability to balance short-term needs with long-term goals
- Excellent project management and budgeting skills
- Knowledge of preservation standards, regulations, and best practices
- Excellent written and verbal communication skills
- Effective collaboration skills

Requirements of all Strawberry Banke Museum Staff:

SBM is committed to fostering a workplace that is truly equitable, inclusive, and accessible for a diverse group of staff, volunteers, and visitors. As such, it is an essential requirement that every SBM staff member:

1. Exhibit a positive, collegial attitude and ability to work cooperatively with others at all levels of the organization including direct reports, colleagues, supervisor, volunteers, and visitors of all ages, abilities, and cultural backgrounds;

2. Actively contribute to an organizational culture of empathy, dignity, trust, and respect. Each person at SBM agrees to proactively prevent and address issues such as unconscious bias, harassment, gender disparity, racial inequity, political divisiveness, and barriers to accessibility; and
3. Foster inclusive and engaging interactions, accommodate safety and comfort needs and requests, and to provide the best visitor experience possible. Staff members equally share the responsibility of immediately addressing a deficiency, and/or, notifying the appropriate department or supervisor to address any situations.

Strawbery Banke Museum Staff Norms:

SBM is committed to fostering a supportive and safe work culture. Through a series of training sessions in 2022-2023, staff collectively established and approved the following norms:

1. We will set and acknowledge boundaries that foster a healthy work/life balance
2. We will help and support each other to create psychological safety and trust
3. We will welcome different viewpoints, values, and ideas in solving organizational problems
4. We will proactively, honestly, and constructively create clear expectations regarding communication with all potential stakeholders
5. We will hold ourselves and each other accountable in executing mutually agreed upon decisions

Working Conditions

This position requires working occasional nights and weekends for Museum and Member events. The staff event schedule for Museum events will be coordinated in advance by the Museum Events Manager. When occasional evening and weekend work is required for events, the equivalent time off is provided within the same workweek whenever possible.

Must be physically and mentally able to perform the essential functions of the position, with or without reasonable accommodations.

The essential duties of this position require a combination of regular attendance onsite, but with the capacity for some remote work; the schedule to be determined in collaboration with the President and CEO, Thomas W. Haas Endowed Chair.

About Strawberry Banke Museum

Strawbery Banke Museum is a living history museum located in the heart of historic Portsmouth, New Hampshire. Dedicated to preserving and interpreting the history and culture of the Puddle Dock neighborhood, the museum showcases a diverse collection of restored buildings, exhibits, and landscapes spanning more than four centuries. As one of the oldest and best-preserved neighborhoods in the United States, we are frequently lauded as one of the most important open air history museums in the country.

Mission Statement:

To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.

Equal Opportunity Statement

Strawbery Banke Museum is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, color, marital status, national origin, ancestry, religious creed, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), crime victim status,

veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. SBM is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Job descriptions are subject to change over time; Strawberry Banke Museum reserves the right to modify the above job description as necessary to accommodate the evolving needs of the organization.