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State of North Carolina Careers

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Site Manager - HS60083448



locations
Johnston County, NC

time type
Full time

posted on
Posted Yesterday

time left to apply
End Date: September 9, 2026 (13 days left to apply)

job requisition id
JR-122510

Agency
Dept of Natural and Cultural Resources

Division
Historic Sites
Job Classification Title
Historic Site Manager III (NS)

Position Number
60083448

Grade
NC11

About Us

The North Carolina Department of Natural and Cultural Resources (DNCR) enriches people's lives through education and stewardship of North Carolina's natural and cultural resources. DNCR manages over 100 locations across the state, including historic sites, museums, state parks, trails, aquariums, the North Carolina Zoo, the Library of North Carolina, the State Archives, the North Carolina Arts Council, the African American Heritage Commission, the American Indian Heritage Commission, the State Historic Preservation Office, the Office of State Archaeology, the Highway Historical Markers program, the North Carolina Land and Water Fund, and the Natural Heritage Program. These programs and places unite North Carolinians, create a shared identity, and provide common ground. For more information, please visit www.dnnc.nc.gov. We encourage you to apply to become a part of our team.

Description of Work

The Site Manager will perform a wide range of duties overseeing the administrative management and interpretive services for Bentonville Battlefield, an over 2,100-acre North Carolina State Historic Site with approximately 50,000 visitors per year. This position is responsible for supervision of staff; preservation of site features, historic buildings, grounds; visitor services and interpretation; marketing and publicity; planning for events and educational programming; research and compilation of documents; care of artifacts; daily grounds and facility upkeep and cleanliness; budget and payroll; purchasing of supplies, materials and equipment; supervision of gift shop and deposits; and developing community support and working with local interest groups such as the Tourism Development Authority. This position supervises four full-time staff members; as well as temporary or seasonal staff, and volunteers. Work schedule will be Monday-Friday 8:00 AM - 5:00 PM. Some holiday, evening and weekend work can be expected.

Key Responsibilities include but are not limited to:

- Supervision of full-time staff and temporary staff and volunteers
- Preservation of site features, historic buildings, grounds; visitor services and interpretation
- Marketing and publicity planning; planning for events and educational programming; research and compilation of documents; care of artifacts; daily grounds and facility upkeep and cleanliness
- Supervision of budget and payroll; purchasing supplies, materials and equipment; supervision of gift shop and deposits.
- Develop community support and work with local interest groups such as the Tourism Development Authority.

Knowledge Skills and Abilities/Management Preferences

Please note: Job postings close at 11:59:59 p.m. the night before the listed Posting End Date above.

Recruitment Range: \$45,431.00 - \$55,900.00

To receive credit for your work history and credentials, you must provide the information on the application form. Any information omitted from the application form, listed as general statements, listed under the text resume section, or on an attachment will not be considered for qualifying credit.

Candidates meet the minimum qualifications of this position if they meet the minimum education and experience listed on the vacancy announcement. Vacancy specific knowledge, skills, and abilities (KSAs) and/or management preferences are not required. Applicants who possess the following are preferred:

- Knowledge of United States history and/or North Carolina history
- Experience in supervision of staff in a museum or historic sites setting
- Ability to develop and implement special events and educational programming
- Ability to communicate effectively both orally and in writing
- Experience with community outreach

Position/Physical Requirements

- Must be available to work the schedule of Monday - Friday 8:00am - 5:00pm.
- Must have a valid driver's license issued from within the United States or be able to obtain one within **90 days** of employment.

This position is located at:

5466 Harper House Rd.

Four Oaks, NC 27524

Minimum Education and Experience

Some state job postings say you can qualify by an "equivalent combination of education and experience." If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See the Education and Experience Equivalency Guide for details.

Bachelor's degree in history or a field specifically related to the site of employment from an appropriately accredited institution

AND

two years of experience in managing the operation of a historic site, in historical research or interpretation, or in a field specifically related to the site of employment;

OR

an equivalent combination of education and experience.

Section/Unit Description

A National Historic Landmark since 1996, Bentonville Battlefield State Historic Site encompasses a large portion of the site of the Battle of Bentonville, fought March 19-21, 1865. The battle was the last full-scale action of the Civil War in which a Confederate army was able to mount a tactical offensive. This major battle, the largest ever fought in North Carolina, was the only significant attempt to defeat the large Union army of Gen. William T. Sherman during its march through the Carolinas in the spring of 1865. The Congressionally appointed Civil War Sites Advisory Commission ranked Bentonville Battlefield sixth on the list of Priority One, Class A battlefields. Comprising over 2,100 protected acres, historic structures at the site include the Harper House (ca. 1855), furnished as a Civil War field hospital, a reconstructed kitchen and slave quarters. Trails, monuments and outdoor features include trenches, the Harper family cemetery, a Confederate mass grave, the North Carolina monument, the Texas monument, the Goldsboro Rifles monument (ca. 1893), the Union monument (ca. 2013) and a field fortification exhibit.

Division Description

The mission of the N.C. Division of Historic Sites and Properties is to preserve, maintain, operate, interpret, and develop the historic properties and attendant historic resources significant to the state's overall history. A state historic site is a property of cultural and educational significance to the residents and visitors of North Carolina. Historic Sites are organized into geographic localities, which serve as a medium for communicating the economic, cultural, and political development of the state. <https://historicjsites.nc.gov/>

Supplemental and Contact Information

The Department of Natural and Cultural Resources (DNCR) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), disability, National Guard or veteran status, genetic information, political affiliation, or political influence.

We are an [Employment First](#) state, ensuring that people with disabilities have equal opportunities to succeed in the state government workplace. DNCR supports pay equity for women, establish paid parental leave for birth, adoption, and foster care, and implement fair chance policies. Join a team that welcomes, values, respects and supports all members of our work community.

Application Process

Be sure to complete the application in its entirety. *Resumes will not be accepted in lieu of completing this application.*

- Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.
- Due to the volume of applications received, we are unable to provide information regarding the status of your application. The hiring process may take several weeks.
- **Be sure to complete the application in full. Applicants are unable to submit more than one application to an individual posting. Only one application received prior to the closing date will be accepted. Applications must be submitted by 11:59:59 PM on the night prior to the closing date.**

Degree/Collge Credit Verification

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application. If you have student loans, becoming a state employee includes eligibility for the Public Service Loan Forgiveness Program. Visit www.studentaid.gov to learn more.

Veteran's and National Guard Preference

Applicants seeking Veteran's Preference must attach a DD Form 214, Certificate of Release or Discharge from Active Duty, along with the state application.

Applicants seeking National Guard Preference must attach an NGB 23A (RPAS), along with the state application if they are a current member of the NC National Guard in good standing.

Applicants who are former member of either the NC Army National Guard or the NC Air National Guard, with honorable discharge and six years of creditable service must attach a copy of the DD 256 or NGB 22, along with the state application.

ADA Accommodations

Consistent with the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA), DNCR is committed to the full inclusion of all qualified individuals. As part of this commitment, DNCR will ensure that persons with disabilities, or known limitations covered by the PWFA, are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, please contact the person indicated below.

Employment Eligibility

It is the policy of the State of North Carolina and DNCR that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

CONTACT INFORMATION:

N.C. Department of Natural and Cultural Resources

Division of Human Resources

109 E. Jones Street, Raleigh, NC 27601

Phone: 919-814-6670

EEO Statement

The State of North Carolina is an Equal Employment Opportunity Employer and dedicated to providing employees with a work environment free from all forms of unlawful employment discrimination, harassment, or retaliation. The state provides reasonable accommodation to employees and applicants with disabilities; known limitations related to pregnancy, childbirth, or related medical conditions; and for religious beliefs, observances, and practices.

Recruiter:

Mary McClintock

Email:

employment@dncr.nc.gov

About Us



The North Carolina Department of Natural and Cultural Resources (DNCR) takes care of the things that people love about North Carolina. DNCR manages over 100 locations across the state, including 27 historic sites, seven history museums, two art museums, five science museums, four aquariums, 35 state parks, four recreation areas, dozens of state trails and natural areas, the North Carolina Zoo, the State Library, the State Archives, the N.C. Arts Council, the African American Heritage Commission, the American Indian Heritage Commission, the State Historic Preservation Office, the Office of State Archaeology, the Highway Historical Markers program, the N.C. Land and Water Fund, and the Natural Heritage Program. The Department's vision is to be the leader in using the state's natural and cultural resources to build the social, cultural, educational, and economic future of North Carolina. Everyone is welcome. For more information, please visit www.dncr.nc.gov. We encourage you to apply to become a part of our team!

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