

Director – Interpretive Center

Department:	Education & Interpretive Services
Reports To:	Chief Executive Officer
Employment Type:	Full-Time, Exempt

Position Summary

The Director of the Interpretive Center is responsible for the overall leadership, management, and operation of the Interpretive Center and the educational functions of the State Authority. The Director provides professional historical expertise and ensures that exhibits, programs, educational activities, and public interpretation are historically accurate, engaging, and consistent with the mission and responsibilities of the Authority.

The Director oversees the daily operation of the Interpretive Center, supervises staff and educational personnel, directs public and educational programming, coordinates historical research and interpretation, manages public relations and community outreach related to the Center, and develops policies and operational guidelines.

Essential Duties and Responsibilities

Interpretive Center Operations

- Direct and oversee the day-to-day operation of the Interpretive Center.
- Develop and implement operating procedures, policies, standards, and guidelines for the Center.
- Ensure that the Center provides a professional, welcoming, educational, and informative experience for visitors.
- Coordinate the maintenance, presentation, and appropriate use of exhibits, interpretive materials, historical resources, and public spaces.
- Develop annual and long-range plans for the operation and continued development of the Interpretive Center.
- Monitor operational needs and recommend improvements to facilities, exhibits, programs, and visitor services.

Historical Research and Interpretation

- Provide professional historical expertise to the Authority and ensure the accuracy and appropriate context of historical information presented to the public.
- Conduct and oversee historical research related to exhibits, educational programs, publications, presentations, and interpretive materials.
- Review historical content developed by staff, consultants, contractors, and other partners.
- Assist in the development, updating, and evaluation of permanent and temporary exhibits.
- Maintain awareness of current scholarship, professional standards, and best practices in public history and historical interpretation.

Education and Programming

- Provide leadership and oversight for the Authority's Education Department.
- Direct and coordinate educational programming, including school programs, guided tours, lectures, presentations, workshops, special programs, and community outreach.
- Develop educational initiatives designed to serve students, educators, visitors, community organizations, and other audiences.
- Ensure educational programs support the mission and objectives of the Authority and meet appropriate professional standards.
- Evaluate educational programs and recommend changes or new initiatives based on visitor needs, participation, and organizational priorities.

Staffing and Administration

- Recruit, supervise, train, schedule, and evaluate Interpretive Center and education staff.
- Establish performance expectations and ensure staff members receive appropriate training and professional development.
- Coordinate the activities of employees, volunteers, docents, interns, consultants, and other individuals supporting Center operations and programming.
- Assist in developing and administering departmental budgets and monitor expenditures within approved funding levels.
- Prepare reports, recommendations, correspondence, presentations, and other materials as required.

Public Relations and Community Engagement

- Serve as a representative of the Interpretive Center and the Authority at meetings, educational programs, community events, and other public functions.
- Develop and maintain productive relationships with schools, universities, historical organizations, museums, cultural institutions, community groups, government agencies, and other partners.
- Work with Authority leadership on communications and public relations activities related to historical interpretation, education, and the Interpretive Center.
- Respond professionally to inquiries from visitors, educators, researchers, community organizations, and other stakeholders.
- Participate in public presentations and media activities as authorized by the Authority.

Policies and Operational Guidelines

- Develop, maintain, and periodically review policies, procedures, and operational guidelines for the Interpretive Center and Education Department.
- Establish standards for historical research, educational programming, interpretive materials, visitor services, and public presentations.
- Ensure operations comply with applicable Authority policies, governmental requirements, safety standards, and professional practices.
- Recommend policies and procedures necessary to improve efficiency, consistency, accountability, and the visitor experience.

Minimum Qualifications

- **Bachelor's degree required from an accredited college or university in History, Public History, Museum Studies, Education, Historic Preservation, or a related field.**
- **Minimum of two years of professional experience required in historical interpretation, museum or interpretive center operations, education, public history, or a closely related field.**
- Demonstrated experience supervising employees and managing programs or operations.
- Experience developing and coordinating educational or public programming.
- Strong knowledge of historical research methods and principles of public history and interpretation.
- Excellent written and verbal communication skills.
- Demonstrated ability to communicate effectively with diverse audiences, including visitors, educators, government officials, community organizations, and the general public.
- Strong organizational, administrative, planning, and leadership skills.

Preferred Qualifications

- Advanced degree in History, Public History, Museum Studies, Education, Historic Preservation, or a related discipline.
- Experience in a museum, historic site, interpretive center, government agency, educational institution, or similar organization.
- Experience managing an interpretive center, museum, historic site, or educational department.
- Experience working within a governmental, public authority, or other public-sector environment.
- Experience with exhibit development, historical research, public programming, budgeting, and community outreach.

Knowledge, Skills, and Abilities

The successful candidate should possess:

- Strong leadership and personnel-management skills.
- Thorough knowledge of historical research and interpretive practices.
- Ability to translate complex historical information into accurate and accessible presentations for the general public.
- Ability to plan and manage multiple programs, projects, and priorities simultaneously.
- Sound professional judgment and the ability to work effectively in a public and sometimes highly visible environment.
- Ability to establish productive working relationships with employees, educators, community partners, government officials, researchers, and members of the public.
- Strong attention to detail and commitment to historical accuracy and professional standards.

Working Conditions

The position requires a combination of administrative, supervisory, research, educational, and public-facing responsibilities. The Director may occasionally be required to work evenings, weekends, holidays, or special events based on programming and operational needs.

Other Duties

This job description is intended to describe the general nature and level of work performed by the Director of the Interpretive Center. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. The State Authority may assign additional responsibilities as necessary to meet organizational and operational needs.