Job Description

Position: 1930s Site Lead for George Ranch House
Facility: George Ranch Historical Park
Supervisor: Director of Programs
Schedule: Tuesday through Saturday, with occasional variances
Pay & level: Salary non-exempt $31,000- $33,000, plus benefit package with health, dental and vision options after a 60-day probation period; 10 days paid vacation, 11 paid holidays and 6 sick leave days annually.

Summary of Position:
This position provides leadership and management of the 1930s George Ranch House and assorted structures. This position is responsible for providing credible authentic interpretive programs at the 1930s George Ranch House site including but not limited to educational programming, family programming, and related special events. This position provides daily supervision of part time 1930s employees and volunteers who are scheduled for school program assistance and additional help when needed.

Principal Responsibilities:
1) Administration
   a) Implements approved strategic plans for the 1930s George Ranch House. The George Ranch House currently includes the George Ranch House greenhouse, tree house and assorted outbuildings.
   b) Ensures day to day site management in accordance with Park personnel and safety guidelines
   c) Monitors the curatorial status of the 1930s George Ranch House and tracks any issues with missing, broken or damaged artifacts, home elements (hardware, woodwork, wallpaper, glass, floor coverings, AC units, etc.) and pest infestation. Addresses concerns with the Site Director, Director of Programs and Curator of Collections.
   d) Facilitates cleaning and minor repairs of the 1930s George Ranch House Site and assorted structures.

2) Management:
   a) Supervises and evaluates 1-2 subordinate hourly staff or volunteers (when needed for school program assistance and extra help) to successfully accomplish goals and objectives.
   b) Coordinates with other Lead Interpreters and Director of Programs to achieve daily operational goals and special event activities.

3) Interpretation/Education:
a) Leads, in coordination with the internal Programs staff, the development and implementation of programmatic endeavors on the 1930s Site including but not limited to school, daily tour, family and special event programming.

b) Provides innovative and creative leadership for development and expansion of educational/interpretive programs to keep pace with market trends and educational standards.

c) Develops and leads a variety of interpretive programs including regular daily programming, school programming and special event programming.

d) Maintains and oversees on-site staff training and evaluation.

4) Other
   
a) Trains, supervises and utilizes on-site volunteers
   b) Represents the George Ranch Historical Park as needed with organizations and individuals requesting historical knowledge or expertise.

Qualifications:

- 3-5 years relevant experience in history, living history, interpretation or public programming
- A Bachelor’s degree in museum education, history or related field
- Strong written, verbal and interpersonal communication skills, including public speaking
- Self-motivated, independent worker
- Ability to work effectively with diverse persons and groups
- Computer literacy in basic office applications: Microsoft Word, Excel, PowerPoint

Requirements:

- Must believe in and promote GRHP’s mission and act in accordance with GRHP policies and procedures.
- Must display emotional stability and mature judgment
- Must have ability to work effectively with diverse persons and groups
- Must be customer service oriented, be able to communicate effectively, and be organized.
- Ability to work both independently and as a contributing member of a peer management team.
- Superior written and verbal communication skills.
- Must be able to analyze and problem solve in order to identify, research and solve a wide range of work related problems.
- Routinely moves furniture, program items and other heavy equipment weighing up to 50 pounds
- Must be comfortable in an unairconditioned space and must be able to facilitate moving house tours for long periods of time.
- Must be available to work a flexible schedule, nights and weekends as needed.

GRHP RESERVES THE RIGHT TO MAKE CHANGES