



## National Trust *for* Historic Preservation

*Save the past. Enrich the future.*

### JOB DESCRIPTION

**Title:** Senior Manager of Interpretation & Education      **Date:** January 2023  
**Division:** Preservation  
**Department:** Historic Sites  
**Office:** Chesterwood  
**Supervisor:** Executive Director  
**Hiring Range:** \$65,000-70,000

### JOB SUMMARY

Reporting to the Executive Director, the Senior Manager of Interpretation & Education will ensure that Chesterwood embodies best practices in interpretation and education, positioning the site to exemplify equity, inclusion, justice and diversity in all aspects of public engagement. This position manages the development and expansion of full and truthful interpretation, educational exhibitions using the sites extensive collection and public programming including honest explorations of French’s more controversial and problematic works. They will be responsible for manifesting the National Trust’s strategic priority of “Telling the Full American Story” through on-site and virtual programs, school tours, exhibitions, interpretive partnerships, staff training, and other relevant actions. The Senior Manager also increases revenue through grants, increased visitation and/or mission based, revenue producing programs.

Externally, the Senior Manager manages outreach to community groups and develops public programming in collaboration with the Berkshire Cultural Asset Network, and Indigenous and African American culture organizations - supporting the site’s mission by focusing on growing its relevance within its local community. This position cultivates relationships with local schools and summer camps, executes and manages all school and family programs, and works with area education partners to expand offerings.

Internally, the Senior Manager trains and schedules the site’s interpreters, visitor services staff and volunteers, ensuring that each visitor’s experience will reflect a comprehensive, whole-truth history and narrative equity. This position works with the Executive Director and other staff to cultivate a welcoming, open, and emotionally, physically, and intellectually safe work environment by staying up to date with training, educational opportunities, and other professional development opportunities.

The Senior Manager of Interpretation & Education will have direct reports including the team of interpreters, visitor services staff, education interns, and volunteers.

This position is grant-funded for a period of two years from the date of hire, with potential to become an ongoing position based on performance and the availability of continued funding.

### Site History

Situated on the ancestral and unceded land of the Stockbridge Munsee Band of Mohican peoples, Chesterwood is the former summer home and studio of Daniel Chester French (1850–1931). A prolific and successful American sculptor, French is best known for creating two monumental works of art: the Minute Man (1871–75) located in Concord,

Massachusetts, and Abraham Lincoln (1911–22) for the Lincoln Memorial in Washington, D.C.

Donated to the National Trust for Historic Preservation in 1969, Chesterwood preserves French's studio, family residence, and gardens as well as a significant collection of the artist's models and tools. The site is open to the public for tours and public programming, not only to share and interpret French's work and legacy, but also celebrate those who continue his medium of sculpture. Since 1978, over 600 emerging and established contemporary sculptors have been exhibited on the grounds at Chesterwood.

French's significant body of work has an equally sized legacy. Not only is it a collection of monumental art, but its public nature speaks volumes of both the time in which these sculptures were created and the artist himself. Moreover, fundamental questions raised by French's work, particularly regarding the representation and depiction of Black and Indigenous Peoples is not a question limited to historical inquiry, but current discussion: who is represented in monumental sculpture, and how?

The current position offers the right individual an opportunity to develop and implement new, dynamic programming and visitor experiences for adults, families and k-12 audiences. As a site of the National Trust, Chesterwood is dedicated to improving its commitment to justice and equity. Chesterwood is also committed to developing relationships with local Indigenous communities and their cultural institutions, and Black culture and arts groups as well as other educational and historical institutions for additional partnerships.

## **DUTIES**

- Model interpretive and educational best practices for site staff, aligned with National Trust values.
- Position the site to integrate Justice, Equity, Diversity, Access, and Inclusion measures site-wide as it relates to interpretation and education, and ensure metrics are tracked, targets are reached, and ensure timely maturation of the site in these practices. Develop interpretation and programming that grows visitation, engages new and repeat visitors, analyzes and evolves experiences.
- Work with the National Trust's Historic Sites Interpretation & Education Department to create a new dynamic interpretive plan for the site in alignment with the National Trust and manage its implementation. Work closely with the Director of Interpretation & Education on updating experiences, programs, exhibitions, and interpretive planning so that Chesterwood can tell more inclusive, nuanced, and contextualized stories of the site.
- Research and develop hands-on activities, programs, events, and curricula based on the collection and work of Chesterwood, for a variety of audiences, with a strong focus on area school groups and family groups from around the region. Help the Trust effectively engage with a larger, broader, and more culturally diverse audience.
- Stay abreast of new research and/or is enthusiastic about incorporating new information, artifacts, perspectives, or interpretation strategies into their work.
- Ensure appropriate training, coordination, and staffing of school tours and special student programs. Collaborate with or supervise collaborations with educators, school leaders and curriculum developers in order to ensure that

Chesterwood provides engaging, truthful and developmentally appropriate and relevant programming and tours for students of various ages and family groups.

- In collaboration with the Executive Director, supervise, retain, and recruit qualified and diverse interpretive and educational staff and volunteers. Work with the Executive Director to develop a strategy for diversifying staff recruitment.
- Supervise interpretation and education team and volunteers. Develop workplans, organize workflow and assigns work; monitor employee productivity and performance, provide constructive feedback and coaching, and conduct annual performance reviews; work with the Office of Human Resources as appropriate to identify, respond to, and resolve problems or performance issues as they arise. Monitor and approve timekeeping and related budget for direct reports.
- Work with the Manager of Marketing where appropriate to ensure that language and descriptions reflect the interpretive values and experience of the Site.
- As assigned, act as a spokesperson for the site and ensure interpretive alignment with National Trust brand and messaging.

## **QUALIFICATIONS**

- At least 8 years of professional-level experience overall. Prior work in the cultural heritage/museum/historic sites field or educational environment is preferred. Demonstrated experience exploring and critically engaging with the interpretation of sculpture, fine art and history including works that are considered controversial or problematic and/or works that represent the bodies of people of color. Demonstrated success in inclusive community engagement, utilizing historic places to advance justice and equity, and managing organizational change.
- Effective combination of work experience and studies, training, and/or certifications in fields related to education (k-12), museum studies, museum education, public history, art history, American history or other relevant field of cultural studies.
- Demonstrated ability to use mission-based communication strategies that help visitors forge emotional and intellectual connections between their interests and the resources and meanings inherent in our site. Must be able to articulate the site's mission to a wide range of audiences in a variety of ways.
- Uses interpretation best practices to provoke deeper thinking and emotional investment in our site. Demonstrated commitment to honest and vibrant interpretation rooted in scholarship, arts, diversity, justice and equity.
- Advanced analytical and problem-solving skills, including issue identification and prioritization.
- Advanced project-management skills, including project budgeting, staffing and planning. Ability to achieve results with general supervision.
- Effective presentation skills. Excellent writing, spelling, grammar, and proofreading skills, as well as strong verbal communication and customer service skills. Strong organizational skills. Excellent attention to detail.
- Experience successfully managing key stakeholders and relationships. Proven ability to collaborate across departments to implement processes and achieve results. Track record of building and maintaining productive relationships with multiple stakeholders. When working in the office, public contact and ability to

work successfully in close proximity to others required. When working off site, ability work effectively in a remote environment, maintaining productivity and communications to meet deadlines and goals, is required.

- Demonstrated success in engaging culturally diverse colleagues and stakeholders. Bi-lingual language skills a plus. Ties to culturally diverse affinity groups, professional organizations, or related associations are a plus. Able to talk effectively about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms as they relate to the workplace and cultural heritage.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion. Ability to adapt and be flexible in a dynamic work environment. Ability to work effectively with frequent interruptions required. Able to handle frequently changing and/or unscheduled tasks with accuracy. Entrepreneurial spirit and skill set a plus.
- Proven ability to continually develop skills related to use of rapidly changing technology and communications best practices.
- Advanced knowledge of Microsoft Word and Excel required. Familiarity with other software, including databases, a plus. Familiarity with Rediscovery collections management software highly desired.
- Regular and reliable attendance required. Must be able to work nights and weekends as required.
- Must have access to reliable transportation. Some travel required.

**PAY & BENEFITS**

This is a full-time, exempt level position, eligible for full benefits, including health, dental and life insurance, retirement benefits, and 3+ weeks of vacation, plus sick time and holidays.

The National Trust and its subsidiaries require all staff to show proof of COVID-19 vaccinations and boosters (with limited exceptions for religious or medical reasons).

Hiring Range: \$65,000 - 70,000 per year

**TO APPLY:**

<http://nthp.hrmdirect.com/employment/job-opening.php?req=2079326&#job>