



HISTORIC HOUSE | GARDEN | FARM

JOB TITLE: Manager of Interpretation and Engagement
SUPERVISOR: Executive Director
STATUS: Full-time, Exempt
SALARY: \$40,000; benefits include health care, vacation and sick days

BACKGROUND:

Wyck is a National Historic Landmark house, garden, and farm in the Germantown neighborhood of Philadelphia that served as the ancestral home to the Wistar and Haines families from 1690-1973. The people who lived and worked at Wyck for nine generations were committed to education, horticulture, natural history, and preservation. Today, Wyck connects this family's rich history to the Germantown community through programs that focus on history, horticulture, and urban agriculture. The 2.5-acre, centuries-old site includes the historic home, the oldest original-plan rose garden in America, a working urban farm, and sections of preserved landscape and historic outbuildings.

POSITION SUMMARY:

The Manager of Interpretation and Engagement is responsible for managing all of Wyck's public programs, including History Hunters, public festivals, tour groups, and open hours. The position includes adherence to Wyck's interpretive mission, staff and volunteer coordination for programs, and evaluation. The Manager of Interpretation and Engagement will attend meetings of the Collections Committee, Development Committee, Membership & Visitation Committee, and Young Friends of Wyck.

The Manager of Interpretation and Engagement will also work with the Executive Director, Development Committee, and other staff and volunteers to implement various aspects of Wyck's annual fundraising efforts.

RESPONSIBILITIES:

- Manage all facets of public programming, including planning, scheduling and training of volunteers, and day-of responsibilities in coordination with Executive Director and other Wyck staff and volunteers.
- Work with staff, consultants, community partners, and sponsors to assess which programs need improvement or adjustment, improve the visitor experience, create internal efficiencies, and/or increase financial sustainability of the programs.
- Coordinate social media (Facebook, Instagram, and Twitter) in collaboration with other Wyck staff.
- Ensure museum spaces are ready for visitors.
- Welcome visitors, coordinate tour groups, and give tours as needed.
- Oversee volunteers and contracted educators.

- Track site visitation information.
- Coordinate site rentals in conjunction with Executive Director.
- Work with Collections Committee to manage collection of 10,000+ historic artifacts.
- Work with Executive Director on development projects, including grant applications and reports, mailings, emails, and events.
- Assist with donor and member cultivation activities, and serve as staff liaison on the Young Friends of Wyck Committee.
- Share in answering and directing telephone calls and general office management.

QUALIFICATIONS:

- Bachelor's degree required, MA in Public History, Museum Studies, or related field preferred.
- Strong personal interest in engaging diverse communities in history, museums, preservation, decorative arts, gardening, or sustainable/urban agriculture.
- Excellent interpersonal skills.
- Strong written and verbal communications skills.
- Ability to work independently but also as part of a team.
- Excellent organizational skills and an ability to juggle multiple projects and meet deadlines with a high level of accuracy.
- Technologically savvy, or possess ability and willingness to tackle these systems: Office 365, Constant Contact, WordPress, Canva, Microsoft Office, Google docs and calendars. Any experience in basic sound and/or video editing a plus.
- Well-organized, self-motivated, creative, outgoing, flexible, and resourceful.
- Ability to work occasional evenings and weekends.
- Ability to organize, address groups, and work well with diverse constituents.
- Strong degree of professionalism and integrity.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above description and the Wyck Association may change the specific job duties with or without prior notice based on the needs of the organization.

To apply, submit your resume, cover letter, three professional references, and a short writing sample to Kim Staub, Executive Director at **WyckApplications@gmail.com**. No phone calls please.

The Wyck Association is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, national origin, sexual orientation, disability, or veteran status.