

Engagement and Collections Manager

Summary

The [Delaware Division of Historical and Cultural Affairs](#) (Department of State) seeks an innovative team manager to lead the engagement of the state's collections through programs and interpretation, and the management of the historical and archaeological collections related to Delaware history. This team identifies and prioritizes opportunities to preserve and share Delaware's cultural history and resources.

Responsibilities

The division is searching for an Engagement and Collections Manager (Cultural Conservation Program Manager). This position provides leadership, vision and support for the State of Delaware's historical and archaeological collections that are used in the planning, development, and implementation of programs, exhibitions, education, interpretation, and research. The Engagement and Collections team provides access to the collections and scholarship of the Division of Historical and Cultural Affairs through preservation, documentation, and engagement in support of the Division's mission and in accordance with professional standards and best practices.

The Manager oversees three curatorial positions who identify, acquire, document, and preserve collections focused on Delaware history, and three graphic arts and social media positions who manage the exhibit design and fabrication, website, videography, signage, and social media.

The manager sits on the senior leadership team and leads the coordination of the division's strategic plan components for engagement and collections; works with the director, deputy director and the management team in areas of finance, human resources, marketing, information technology, facilities, historic preservation, archaeology and collections, in order to ensure that all projects, exhibitions and programs meet professional standards; planning, implementing, and advancing equity, inclusion, and access work in the state, museum, and public historic fields.

Housed at the Delaware Center for Material Culture which opened in 2020, the team collaborates with other division teams in museum operations, exhibitions, program development, digital/print literature, and social media. The division manages 43 historic properties within the state with five operating as museums which are accredited by the American Association of Museums. The division partners with the National Park Service, and with other museums, historical societies, and agencies throughout the state. Other division activities include the State Historic Preservation Office, Conference Center, and affiliate operations. Multitasking, meeting deadlines, prioritizing, and adapting to changing priorities is important as the division is undergoing a new strategic plan.

Job functions

Essential functions are fundamental in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

1. Plans, designs, and directs digital, graphic, spoken and site research projects and investigations pertaining to historical and cultural ways, techniques, methods, and events.
2. Develops interpretive and educational programs that will convey a knowledge of Delaware's cultural history/resources.
3. Identifies and prioritizes opportunities to preserve and share Delaware's cultural history and resources.
4. Trains and supervises professional and support subordinates.
5. Prepares and administers Program budget.
6. Provide priorities, direction, guidance, and feedback for successful projects.
7. Work cooperatively with others, conduct oneself as a team player and contribute to a positive and inclusive work environment within the division.
8. Comply with division and state policies and procedures as applicable.
9. Keeps supervisor informed of job-related problems and other information relative to assigned job duties.
10. Perform other related duties as apparent or assigned.

Knowledge, skills, and abilities:

The listed knowledge, skills and abilities are not exhaustive of the requirements of every position in the class.

1. Knowledge of the principles, practices and theory of cultural conservation.
2. Knowledge of Delaware and regional history, folkways anthropology, archaeology, architectural history/design.
3. Knowledge of methods and techniques for conducting cultural resource research and surveys/investigations.
4. Knowledge of Federal and State fiscal policies and practices.
5. Knowledge of Federal and State laws, rules, regulations governing cultural and historical conservation.
6. Knowledge of principles, practices and methods of interpretive techniques.
7. Knowledge of principles and practices of supervision.
8. Skill in developing, designing and implementing digital, audio and visual interpretive displays.
9. Ability to recognize and prioritize various issues to maximize fiscal, material and human resources.
10. Ability to communicate effectively with peoples of various ages and cultural backgrounds/knowledge levels.
11. Ability to mediate diverse and conflicting priorities.



Position requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a bachelor's degree or higher in Cultural or Historical Studies or related field.
2. Six months experience in cultural or historical research which includes analyzing objects/artifacts and compiling documentary summaries which provide historical contexts for exhibits, programs, tours, historical sites, and artifacts.
3. Three years' experience in cultural or historical project management which includes planning, developing, implementing, managing, and evaluating historical or cultural projects to ensure objectives are met.
4. Six months experience in designing, developing, and implementing educational and interpretive programs.
5. Six months experience in budget management and control which includes managing a budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue and maintaining, monitoring, projecting and controlling a budget within set policies and procedures.
6. Knowledge of staff supervision acquired through course work, academic training, training provided through an employer, or performing as a lead worker overseeing the work of others; OR supervising staff which may include planning, assigning, reviewing, and evaluating the work of others; OR supervising through subordinate supervisors a group of professional, technical, and clerical employees.

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

The position is a full-time State of Delaware position based at the Delaware Center for Material Culture in Dover, Delaware with a [comprehensive state benefit package](#).

The base salary for this position starts at \$45,202.00.

Closing date: May 9, 2021

All applications must be made through the [Delaware Employment Link](#)

