

Class Concept

Employee provides overall leadership and museum management of Tryon Palace Historic Sites and Gardens. The Director is responsible for the daily activities of permanent, temporary staff and volunteer staff. Duties include oversight of the preservation of historic buildings and artifacts, safety of staff, visitors and contractors; collections management and historic interpretation; exhibits development and planning; infrastructure and building maintenance, preservation and maintenance of archival and library collections; security of all building objects; operational oversight of the museum store; accounting services, forecasting and reporting; institutional research; fundraising; membership growth; special events planning; public relations and community outreach. Responsibilities include marketing and promotion; internal and external meeting planning, assessment and application of human resource policies and practices and overall administrative support to the Tryon Palace Commission, the Tryon Palace Council of Friends and the Kellen Berger Historical Foundation. Also, community outreach and networking with various organizations, such as tourism, and other professional organizations. Employee serves as a bridge-builder across many constituents, including local citizenry, community, and the N.C. General Assembly.

Recruitment Standards

Knowledge, Skills, and Abilities

- Strong leadership and management skills.
- Strong listening and communication skills.
- Excellent organizational skills and familiarity with group dynamics and meeting facilitation.
- Keen awareness of and interest in history, education, decorative arts and material culture.
- Ability to interact successfully with diverse groups and individuals.
- Ability to promote, establish and maintain partnerships and consensus.

Minimum Education and Experience

Master's degree in history, museum administration, business administration or a closely related field from an appropriately accredited institution and four years of progressive experience as a leader in a museum or non-profit educational or cultural organization that has collaborated with multiple organizations and has been successful in revenue generating activities; or experience in public or private museum work or historical research, two of which must have been in an administrative capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.