

Stratford Hall Position Description

Title: Collections Manager

Reports to: Vice President of Collections and Public Engagement

Supervises: N/A

Salary Range: \$38,000 to \$45,000

Stratford Hall, a national historic landmark, is seeking candidates for the position of **Collections Manager**. This is a full-time position (40 hours per week), exempt position.

Summary:

This position is responsible for the overall management, care, conservation and display of Stratford Hall's decorative and fine arts, historic vehicle, paleontology and archaeological collections. This includes the appropriate display of objects in the Great House and additional exhibits as needed or desired.

Primary Duties and Responsibilities:

- Research history of Stratford Hall's objects as needed to support Stratford Hall's mission and programming.
- Work closely with the staff to support and/develop both in-person and virtual content.
- Support site-wide interdepartmental research as needed.
- Work with Development to support fundraising efforts (i.e., grant writing, public speaking, special tours, research).
- Aid in the development and execution of furnishing plans for the Great House and other historic buildings to reflect the historical period of the Lee family and their broader on-site community.
- Work with colleagues in historical research and interpretation to accurately depict the lives of the Lees, the enslaved, and servants through showcasing appropriate material culture in designated places throughout the Great House and outbuildings, training front-line staff in interpreting and presenting the same, and developing educational programs.
- Co-supervise interns as needed, in partnership with colleagues in historical research, interpretation, education and preservation.
- Supervise the care and conservation of Stratford's collections and any items on loan.
- Maintain the collections database and update and maintain the fine arts inventory. Coordinate appraisals and annual insurance reviews.
- Manage acquisitions, by purchase or loan, of objects needed to execute furnishing and programming plans, in concert with the Vice President of Collections and Public Engagement.
- Coordinate with appropriate experts regarding the care and interpretation of paleontology artifacts.
- Represent Stratford Hall at professional conferences and public venues.
- Work with the Vice President of Collections and Public Engagement on developing and nurturing institutional partnerships with peer museums, universities, and community organizations to support Stratford Hall's mission.
- Work special events, across departments, as needed.

Required Education & Experience:

Minimum Qualifications

- BA in a humanities field
- Minimum of 2-3 years' collections management experience

Preferred Qualifications

- MA in a humanities field
- 5 years' experience in museum collections management
- Experience with research, writing, and publications
- Background in decorative arts/material culture
- Community outreach experience
- Grant writing experience
- Interest and experience with publicly accessible scholarship
- Ability to work across departments/disciplines
- Experience with digital humanities

Specifications & Physical Requirements

- Ability to sit, stand, or walk for prolonged periods of time
- Ability to lift, pull, and carry 15 pounds
- Must be available to work weekends, holidays, and occasional evenings

About Us:

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the upcoming 250th Anniversary of the birth of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from strategic thinkers committed to joining this collaborative and dynamic leadership team as we undergo a transformative strategic planning process.

What We Offer:

Stratford Hall pays a competitive salary and benefits package for the non-profit sector. We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit www.stratfordhall.org

How To Apply:

To apply, please send a cover letter and resume to Dr. Kelley Fanto Deetz, Vice President of Collections and Public Engagement, kdeetz@stratfordhall.org. Review of applications will begin on May 15, 2023.

The organization does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation or any other characteristic protected by law.