POSITION DESCRIPTION (2020)

Title: Director of Buildings, Gardens & Grounds
Supervisor: Executive Director
Classification: Full-time, Exempt, Emergency
Supervisory Responsibility: Buildings, Gardens & Grounds Department staff, interns and volunteers
Budget Responsibility: Gardens & Grounds, Buildings, Special Projects

Tudor Place Historic House & Garden is looking for someone with a passion for beautiful landscapes and respect for architectural masterpieces. The Director of Buildings, Gardens & Grounds leads efforts at this National Historic Landmark to care for 5 ½ acres of historic gardens and multiple historic structures, including the 1816 house. The preferred candidate will have a strong background in cultural landscape management and historic preservation. This will be a labor requiring creativity, hard work, and a love of getting dirt under the fingernails. A competitive salary and benefits accompany an inspiring work environment and a dedicated team.

RESPONSIBILITIES

Horticulture

- Direct and oversee the development and maintenance of all gardens and grounds areas
- Monitor the health of the trees onsite and engage consultants and contractors as needed to ensure their vitality
- Direct and supervise IPM pest and disease control, as well as the removal of invasive plants from the garden
- Propagate and maintain greenhouse plants for conservatory, garden beds, and for sale in Museum Shop; collect seeds and package for sale in Museum Shop.
- Oversee conservation/maintenance of landscape features such as walkways, sidewalks, curbs, statues, arbors and fountains

Facilities

- Manage and maintain a comprehensive maintenance program for all building systems and historic structures
- Conduct an annual assessment of the interior and exterior condition of all structures; as appropriate, conduct probes into historic fabric for research or project purposes.
- Advise the Executive Director, architects, and consultants on major building conservation and renovation projects
- Document all projects and maintenance activities, including work by consultants/contractors
- Review the Buildings Conservation Policy on an annual basis and prepare needed revisions for presentation to the Executive Director and Buildings Committee.
- Coordinate the cleaning of facilities through the supervision of staff and ordering of cleaning supplies
Departmental Administration

- Supervise department staff, including time reporting, performance evaluation, and coordination of professional development
- Recruit and manage garden volunteers, in collaboration with other staff
- Document all historic preservation and landscape restoration project with photographs, drawings, and other forms of documentation
- Write and assess RFPs, select consultants, and supervise contractors on building and grounds projects
- Develop annual maintenance plans and budget to meet operational and capital needs of the department
- Oversee purchasing and maintenance of tools, equipment, and supplies inventory
- Prepare quarterly progress reports for Trustee and Committee meetings
- Serve as staff liaison with the Gardens & Grounds Advisory Committee and the Buildings Advisory Committee; in accordance with the Easement, serve as liaison with National Park Service regarding tree removals and significant changes in the landscape

Security & Safety

- Ensure that safety procedures are followed for all work and that buildings and grounds are safe for visitors, staff, and volunteers, including providing training for and overseeing staff access to the utility vehicle and other equipment
- Oversee operation of security systems, including training staff in its use and ensuring that the security system contractor has up-to-date contact lists for staff; manage access to the site through the distribution of keys and access codes
- With other staff, develop emergency and disaster response plans; participate in staff trainings on these procedures

Education & Collections

- Collaborate with colleagues on the development and implementation of programs relating to the gardens and historic preservation, including garden tours for special groups/events and special garden exhibits
- Collaborate with colleagues for articles, education materials, and blog posts, etc. relating to the garden and its history
- Maintain living collection records and oversee management of the botanical collection database
- Research garden history for restoration projects and document changes to the garden to maintain historical record.
- With other staff, assist in the development and management of the Architectural Collection

EXPERIENCE & EDUCATION REQUIREMENTS

- Bachelor’s degree or equivalent in horticulture and grounds management
- Three years of experience in landscape or facilities management
- Training in historic preservation and facilities management and experience at a historic site preferred

KNOWLEDGE, SKILLS & ABILITIES

- Desire to work in a historic setting; understanding of the maintenance and preservation requirements of historic landscapes and buildings
- Knowledge of zone 7 plant material, their cultural requirements, and propagation
- Basic knowledge of building systems including security, HVAC, electrical, and plumbing
- Ability to develop and monitor budgets, including grants administration
- Ability to supervise effectively and work collaboratively with a diverse team of staff, professionals and volunteers
- Flexible problem-solving and excellent time management skills
- Proficiency in Microsoft Office programs
- Familiarity with collections or horticultural databases (IrisBG proficiency preferred)
- Knowledge of the Department of the Interior Standards for the Treatment of Historic Properties, National Park Service Cultural Landscape best practices, and other relevant standards
- The physical requirements of this position are classified as medium work (exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects)
- This position requires climbing (stairs, ladders), stooping, kneeling, reaching, standing or walking for extended periods, lifting, grasping, visual acuity, keen spatial awareness, and the ability to move within constricted spaces
- Ability to work in a range of environmental conditions

**COMPENSATION & BENEFITS**
Compensation is based on experience. Salary range: upper $50s.

Tudor Place prides itself in providing excellent benefits to eligible employees, including paid leave, paid holidays, life insurance, medical benefits, free on-site parking, and a staff Museum Shop discount.

**TO APPLY**
Please email Helen Hubbard-Davis, Director of Finance & Administration, at careers@tudorplace.org with resume and cover letter. Please include “Director of Buildings, Gardens & Grounds” in the subject line. No phone calls please.

*Tudor Place is an Equal Opportunity Employer.*