



POSITION DESCRIPTION (2025)

TITLE:	Director of Buildings, Gardens & Grounds
SUPERVISOR:	Executive Director
CLASSIFICATION:	Full-time, Exempt, Emergency
SUPERVISORY RESPONSIBILITY:	Departmental full-time and part-time staff; interns and volunteers
BUDGET RESPONSIBILITY:	Gardens & Grounds, Buildings, Special Projects

Tudor Place Historic House & Garden is looking for someone who is energized by preserving architectural treasures and nurturing the living history of our cultural landscape. The **Director of Buildings, Gardens & Grounds** leads efforts at this National Historic Landmark to care for 5 ½ acres of historic garden and multiple historic structures, including the historic house. As a key steward of the site, they will be guided by documents including the National Park Service Conservation Easement, the Cultural Landscape Report, Armistead Peter 3rd's will, the Historic Structures Report, the Collections Management Policy and the Living Collections Policy. The preferred candidate will have a strong background in historic preservation and cultural landscape management. They will bring a keen eye for detail, strong problem-solving skills and the ability to multi-task and prioritize effectively in a dynamic, preservation-focused environment.

RESPONSIBILITIES

Buildings Preservation & Facilities Maintenance

- Manage and maintain a comprehensive maintenance program for all building systems and historic structures
- Manage and perform buildings preservation tasks including painting, cleaning, systems monitoring and conditions assessment
- Schedule and supervise buildings contractors, including electricians, masons, plumbers and other buildings preservation specialists
- Address facilities-related emergencies
- Develop and implement a plan to undertake deferred maintenance projects
- Coordinate routine cleaning of facilities and special cleaning projects; order cleaning supplies and equipment
- Conduct an annual assessment of the interior and exterior condition of all structures
- Collaborate with the Executive Director, architects and consultants on major building conservation and renovation projects
- Document all projects and maintenance activities, including work by consultants/contractors
- Assist with site-wide event setup/breakdown, as needed

Horticulture & Landscape Preservation

- Oversee the management of the living collections
- Monitor the health of the trees on site and engage consultants and contractors as needed to ensure their vitality, working closely with the Horticulture Manager

- Support Horticulture Manager in the coordination of IPM, greenhouse operations and removal of invasives from landscape
- Oversee maintenance of landscape features such as walkways, sidewalks, curbs, statues, arbors and fountains with Horticulture Manager

Departmental Administration & Other

- Supervise department staff, including time reporting, performance evaluation and coordination of professional development
- Recruit and manage garden volunteers, in collaboration with other staff
- Oversee purchasing and maintenance of tools, equipment and supplies inventory
- Research and document all historic preservation and landscape restoration projects with photographs, drawings and other forms of documentation; supervise management of living collections records
- Ensure accuracy of horticultural database and coordinate training in the use of the database as needed
- Write and assess RFPs for building and grounds projects
- Develop annual maintenance plans and departmental/project budgets to meet operational and capital needs of the department
- Collaborate with colleagues on the development and implementation of programs relating to the garden and historic preservation, including garden tours for special groups/events
- 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
- Perform other duties as assigned

Safety & Security

- Coordinate emergency weather or conditions-related work during weather or other emergencies, in collaboration with Executive Director
- Ensure that safety procedures are followed for departmental work and that buildings and grounds are safe for visitors, staff and volunteers
- Oversee operation and maintenance of security systems, including training staff in its use; serve as emergency point of contact for security system
- Serve on Safe & Secure Team; review emergency, disaster and other response plans; participate in staff training on these procedures

EXPERIENCE & EDUCATION REQUIREMENTS

- Bachelor's degree or equivalent in horticulture and/or 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 buildings and cultural landscapes
- Familiarity with systems related to historic structures (e.g., HVAC, plumbing, security, lighting) and the ability to assess their condition and coordinate repairs or upgrades
- Familiarity with horticultural best practices
- Ability to motivate, supervise effectively and work collaboratively with a diverse team of staff, professionals and volunteers

- Ability to develop and monitor budgets
- Ability to manage complex, multidisciplinary projects from concept to completion, including planning, budgeting, scheduling and vendor coordination
- Excellent verbal and written communication skills; able to convey technical information clearly to non-specialists and work effectively across departments
- Flexible problem-solving and excellent time management skills
- Proficiency in Microsoft Office programs
- Familiarity with collections or horticultural databases
- 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: starting upper \$60s

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking, professional development and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

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.