**Daniel Boone Homestead Historic Site Manager**

**Position Description**

The Pennsylvania Historical and Museum Commission (PHMC), the Commonwealth’s official history agency, owns Daniel Boone Homestead (Homestead), a historic site located at 400 Daniel Boone Road in Birdsboro, PA (Berks County). The site consists of 569 acres including a lake, miles of hiking and bridle trails, and 30 structures ranging from historic buildings to maintenance facilities. The historic area of the site is currently open to the public on a seasonal basis; the grounds are open year-round for pedestrians and campers. PHMC has a number of major projects planned for the Homestead beginning in 2020, including:

* a large capital project to improve roadways and bridges and replace an aging sewage treatment plant;
* embarking on a master planning study for the Homestead in partnership with Exeter Township, Berks County;
* and reviewing the management structure of the site.

PHMC is looking to hire an Historic Site Manager to work with PHMC staff, consultants, and stakeholders to manage the capital project, the PHMC side of the master plan, and to take care of day-to-day operation of the site and plan for its future.

MISSION and BACKGROUND, Daniel Boone Homestead

Mission: PHMC’s Daniel Boone Homestead educates the public about Daniel Boone and the site’s unique story, connecting visitors to major themes of American history such as Pennsylvania’s diversity during the colonial era, and westward migration.

The Site is the historic boyhood home of iconic pioneer Daniel Boone, who was born here in 1734. Boone’s father purchased the Homestead in 1730, and as a child, Boone explored the woods and terrain on his family’s land, honing the skills that would make him a legendary frontiersman. Boone and his family lived here until 1748 when they relocated to North Carolina. Daniel Boone made two trips back to Pennsylvania to visit relatives, in 1781 and 1788. Later owners of the Homestead include William Maugridge, a shipwright and house builder from Philadelphia, and the DeTurk family. Over time, the Homestead’s main building, known as the Boone House, changed from the original log structure to a stone building with English-influenced interiors, to a more Pennsylvania German arrangement of space. The Commonwealth of Pennsylvania purchased the site in 1937, “which should be preserved as an historical place and park for the benefit of the people of the Commonwealth.”

Other buildings on the site include non-original outbuildings associated with the Boone House (e.g., barn, blacksmith shop), the Bertolet House (an example of 18th-century Pennsylvania German log architecture), and a small visitor center—these structures make up the “historic core” of the Homestead property. Beyond the historic core are the DeTurk House (used for programming and offices), a restored up/down sawmill used for demonstrations), a maintenance barn, and a wastewater treatment plant. The Wayside Lodge is rented by many local organizations.

In addition to the historic core, equestrian and walking trails traverse much of the open space of the Site and are used by both riders and pedestrians. Hills and open fields also dot the cultural landscape and are actively used by farmers to harvest hay, for period reenactments and by glider plane enthusiasts. The Site is also used by campers and Scouts. Thirty-one acres of the Site on the western periphery are leased to Exeter Township and used as Pineland Park. Facilities here include a pavilion, restrooms, skate park, basketball court, playground, sports fields and trails.

Daniel Boone Homestead also houses members of the PHMC’s Preservation Services field crew and their workshop. There are two houses on site that are rented by PHMC staff as private residences.

WORK LOCATION AND ORGANIZATION

The Historic Site Manager will be based at Daniel Boone Homestead, 400 Daniel Boone Road, Birdsboro, PA. Occasional trips to PHMC’s headquarters offices in Harrisburg may be required from time to time.

The successful applicant will be hired as a contractor through the PA Heritage Foundation, on behalf of the Pennsylvania Historical and Museum Commission.

The work schedule of the Historic Site Manager will be Wednesday through Sunday for a five-day week. The necessity of serving the public and managing Wayside Lodge and other camping-related rentals requires weekend scheduling. The Historic Site Manager should work a 7.5-hour day between the hours of 8:00 a.m. and 5:00 p.m., Eastern time, with the specific daily schedule to be determined. Some evening hours may be required from time to time to meet site needs. This schedule excludes state holidays when PHMC offices are closed, and days off as agreed upon by BHSM’s Chief, Partner and Placed Properties.

Daniel Boone Homestead is managed within the Bureau of Historic Sites and Museums’ (BHSM) Partner and Placed Properties Section of PHMC. The Historic Site Manager is supported by two PHMC maintenance personnel who report to BHSM’s Chief, Partner and Placed Properties.

* The Historic Site Manager will interface with PHMC staff at the Homestead: (a) Building Maintenance Foreman and (b) a Maintenance Repairman, as well as with volunteers, who may assist with day to day activities as directed by the Historic Site Manager or other PHMC staff.
* The Daniel Boone Homestead Historic Site Manager will report to the Chief, Partner and Placed Properties of BHSM of the PHMC.
* Work may be coordinated with the Chief of the Division of Architecture and Preservation and other PHMC staff as required.

HISTORIC SITE MANAGER’S RESPONSIBILITIES

Project management (50% of duties)

* Coordinates the PHMC logistics related to the development of a master plan for Daniel Boone Homestead, working with Exeter Township staff and outside consultants. One of the primary goals of the master plan will be to enhance the historical experience of the site, ensuring that the core remains undisturbed while determining ways that will maximize the historical impact of the resources on visitors, including potential interpretive elements. The manager will need to become familiar with the history of the Homestead, along with existing conditions, and various studies already completed about the site, and be able to promote the site’s importance to stakeholders and partners. The manager will work with other consultants; provide local support for the contracted planning team; participate in stakeholder meetings; and review and comment on master plan recommendations.
* In conjunction with PHMC maintenance staff, coordinates work with PHMC’s Division of Architecture and Preservation and contractors related to the Homestead’s upcoming capital project, which should be bid within the next six months. The capital project entails relocating the site’s entrance, replacement of a bridge on the site’s loop road, installation of infrastructure and connection to the Township’s sewage treatment plant/dismantling of the on-site sewage treatment plant, and improvements to the public restrooms located near the visitor center.

Day to day site management (50% of duties)

* Responsible for successful day to day operations and all aspects of visitor services and site operation at Daniel Boone Homestead.
* Opens/closes the site (including gate, visitors center, and buildings) on a regular basis in accordance with posted hours and security procedures.
* Plans, organizes and manages a volunteer program for the site and prepares monthly schedules to ensure reception desk and tour guide coverage.
* Ensures the site is welcoming to visitors and that any personnel representing it maintain the highest standards of customer service.
* Establishes and maintains professional and effective working relationships with the general public, volunteers, state staff, community partners, contractors, and interns.
* Provides occasional tours of Boone House, and formal or informal orientation talks to groups when volunteers are unavailable or as needed.
* Plans and organizes a limited number of public programs for the site that are mission related and/or engage the community and oversees and participates in carrying out related logistical details.
* Coordinates and manages rental of the Wayside Lodge and other camping or facility use bookings, and collects fees for same. Books group tours.
* Gathers data on visitor numbers, volunteer hours and similar statistics and submits appropriate reports.
* Assists regional curatorial staff with museum collections-related matters.
* Updates site’s website and social media as appropriate.
* Carries out or oversees the cleaning of Boone House (and museum collections) and other visitor spaces in accordance with best practices.
* Operates in conjunction with PHMC guidelines, rules and policies.
* Responsible for handling emergency situations in a professional, calm and efficient manner. Takes appropriate actions(s), notifies PHMC Maintenance Repairman, Building Maintenance Foreman, or other parties as appropriate.
* Responds to alarm calls or emergency situations as required.
* Other related duties as necessary or assigned.

DELIVERABLES

* Ensures Homestead is open and welcoming to visitors during posted hours.
* Provides monthly reports by the 10th of the month to the Chief, Partner and Placed Properties, on all activities related to the master plan process with Exeter Township.
* Provides monthly reports by the 10th of the month to the Chief, Partner and Placed Properties, or immediately notifies same of any related concerns, on the following:
	+ update on the development of a volunteer corps
	+ attendance information
	+ rental activity of the Wayside Lodge/camping areas
	+ interactions, outreach or partnerships being developed with local community
	+ programs and/or tours
	+ other activities
* Informs Supervisor and Architecture and Preservation Project Manager on progress or any concerns related to capital improvement projects, as appropriate.

TERM

The term of the contracted work is for 18 months, beginning February 1, 2020 (or thereabout), with potential for extension.

CONTRACTOR REQUIREMENTS

* Two years of experience working in a historic site setting or museum
* Degree in history, American studies, museum studies, public administration, business administration, planning, economic/community development, preservation management, or some related field
* Two years of experience doing project management
* Demonstrated experience working with a planning team
* Skills and experience related to successfully recruiting and managing volunteers
* Working knowledge of implementing museum programming, conducting tours, or other elements of visitor service
* A sound knowledge of and/or enthusiasm for the subject matter of the site
* Experience, knowledge, and sensitivity to working with historic museum collections and historic structures
* Proficiency with Microsoft Office, Quickbooks, website management and social media platforms

CORE COMPETENCIES

* Interpersonal Relations—Establishes rapport with others at all organizational levels and with outside partners; deals professionally and sensitively with a wide range of contacts; shows respect for others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; works with others in a healthy and productive way; is professional and courteous in all interactions (answering the phone, responding to emails, providing orientation or answering queries for visitors, working with stakeholders, volunteers, contractors, or partners); is receptive to mentoring and guidance from PHMC staff and other appropriate individuals.
* Customer Service/Teamwork—Prioritizes delivering a positive visitor experience every day. Is dedicated to internal and external customer service; is able to work independently or as part of a team in doing so.
* Communication (oral and written)—Expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying; interacts successfully with visitors of varying ages, abilities and knowledge levels and recognizes the importance of giving each visitor an enjoyable experience.
* Self-Management—Is self-motivated and able to work independently, is able to produce under tight deadlines; can successfully handle multiple projects; possesses excellent organizational skills; assesses own skills and abilities and identifies area for improvement; willingly accepts constructive feedback.
* Organizational and multi-tasking skills – Is able to keep track of numerous details related to bookings, events, schedules and other operational details in a systematic and effective way while balancing competing priorities.
* Building Capacity--Ability to work creatively with the resources available and willingness/ability to use experience, knowledge and creativity to generate additional resources and build site capacity.
* Personal Integrity and Professional Conduct—Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; models appropriate professional behavior; accepts responsibilities for own actions; maintains confidentiality; upholds ethical standards; has a dedication to the success of the site, and willingness to act as an ambassador of the site.
* Adaptability—Adjusts, modifies own behavior, remains flexible in response to changing situations and environments, new or rapidly changing information, and unexpected obstacles; maintains high performance, emotional composure, objectivity, and balanced perspective under pressure and shifting priorities.

OTHER INFORMATION

* The Historic Site Manager is responsible for being familiar with PHMC general safety rules and safety rules specific to the Homestead; for working in a safe manner and following all PHMC safety rules; immediately reporting all workplace injuries or incidents to supervisor; and to immediately correct any safety hazards in the work area or report same to supervisor.
* This position requires moving around a 500+ acre property with all types of surfaces. The successful candidate must be capable of inspecting the entire Homestead site.
* Because visitation to Daniel Boone Homestead includes children, relevant background checks will be required from the successful candidate.

COMPENSATION

The position will pay between $28.00 - $30.00 per hour.

NOTE: This is not a Commonwealth of Pennsylvania position and it does not offer Commonwealth benefits (e.g., paid time off, health or other related benefits).