



**GLOUCESTER COUNTY**  
invites applications for the position of:

# Historic Properties and Tourism Manager

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**SALARY:** \$54,306 +/- DOQ

**OPENING DATE:** 2/08/2019

**CLOSING DATE:** 2/24/2019 @ 11:59 p.m.

**DESCRIPTION:**

[Welcome to Gloucester County!](#)

The Historic Properties and Tourism Manager is responsible for managing a comprehensive tourism program for Gloucester County attracting tourists to the County for its historical and other assets. Work includes researching local history, producing education programs, creating exhibits and guiding historic building rehabilitation projects. Employee will work with local businesses and other tourism representatives including historic sites, local, regional and state committees to promote visitation. Must exercise tact and courtesy in frequent contact with volunteers, employees, business representatives, agency representatives, and the general public. Position reports to the Director of Parks, Recreation & Tourism.



Click the link to see the Job Description for the [Historic Properties & Tourism Manager](#) position.

## Examples of Duties

1. Manages all aspects of visitor program, including creation of activities, special events and tours; arranges and manages tours, leads/assists with onsite and offsite programming for youth and adults; makes presentations to local civic, business, historical, and cultural groups; composes press releases and promotional materials for such events; evaluates and improves offerings to achieve visitation goals.
2. Supervises Museum staff and volunteers working in historic buildings; assists with recruitment of volunteers, trains and supervises tour guides.
3. Creates interpretative displays and indoor/outdoor exhibits; ensures building content is age and subject matter appropriate and appealing to tourists; creates guides, fact sheets, children's interpretative materials, etc. to inform and engage visitors.
4. Researches information on County facilities and local history; uses resources to produce public education materials and content for programs, exhibits, tours and special events; keeps records of findings and prepares information for Museum Reserve Library as appropriate.
5. Works with County staff and private contractors on rehabilitation and improvement projects; researches best practices, networks with other historic facilities to garner information on successful projects and maintains contact information for potential contractors; communicates with contractors and assists with supervision of their work; documents maintenance and construction work for archival purposes.



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6. Responds to consumer inquiries via phone, email and/or in person; prepares information packets for group tours; provides up-to-date information for local event calendars, Virginia Tourism Cooperation website, and other travel related websites; provides information on facilities for use with print and social media as well as County website; explores opportunities to expand information services.
7. Routinely inspects historic buildings to observe changes and maintenance needs as well as to ensure the facilities are being properly utilized; reports concerns and investigates solutions to the situation(s).
8. Assists with collections management at all facilities, including use of PastPerfect Collections Software, and continuing research in best practices of collection care.
9. Prepares annual budget request for historic properties; assists with budget preparation for rehabilitation and maintenance projects; operates efficiently within provided budget.
10. Develops cooperative working relationships with businesses and tourism agencies in order to better promote Gloucester as a tourism destination; represents Gloucester County on committees such as Washington-Rochambeau Revolutionary Route, Civil War Trails and Tidewater Civil War/Revolutionary War Event Partnership; attends Tourism Advisory Committee and Main Street Association Board as needed.
11. Performs other duties as assigned.

**Qualifications**

- Possession of a Bachelor's Degree in Museum Studies, History, Tourism, or a closely related field.
- Five (5) years of progressively responsible experience in tourism with an emphasis on historic buildings, and at least two (2) year of supervisory experience.
- Any combination of training and experience which provides the required knowledge, skills and abilities.

**Special Requirements**

- Possession of a valid driver's license; possess and maintain a driving record that meets established [Gloucester County Driving Standards](#).

**A cover letter, resume, and at least 3 professional references must be submitted with the online application in order to be considered.**

(Note: Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity AND are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions](#).)

A complete job description is located on our website: [www.gloucesterva.jobs](http://www.gloucesterva.jobs).

*Gloucester County is an Equal Opportunity Employer.*