

Edsel & Eleanor Ford House
JOB DESCRIPTION

Position Title: Curator of Historic Landscapes & Structures	
Department: Historic Resources	Salary Grade: 7
Reports To: Vice President for Historic Resources	Status: Exempt
Date: 6/2014	

PURPOSE OF POSITION

Provides vision, leadership and management to preserve, conserve, restore and enhance the Jens Jensen landscape and the Albert Kahn historic structures that comprise the Edsel & Eleanor Ford House.

Works closely with the Vice President for Historic Resources to conduct research, develop a preservation, conservation and restoration plan for the historic landscape and structures of Ford House, in alignment with national and professional standards. Provides a high level of oversight and project management to implement the work plan, including capital projects, while working in close cooperation with other Ford House departments, consultants and contractors.

Directs the daily operations of the Landscape Department and the Facilities & Maintenance Department to ensure efficiency, accountability and quality delivery of duties.

Works with the Education & Visitor Experience Division to leverage the historic structures and landscape to build interpretive opportunities and programming for K-12 and the general public.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Directs or performs preservation, conservation, restoration and maintenance & repair tasks and assures there is detailed documentation for the landscape, gardens, grounds and historic structures.
- Ensures Master Site Plan and Cyclical Maintenance Plan goals and objectives are met as related to areas of preservation, landscapes, historic structures and facilities.
- Develops annual prioritized project lists to ensure delivery of quality stewardship and a valuable visitor experience. Works with Ford House's Project Manager to develop RFP's and to secure proposals and bids; develops associated work schedules with managers and foremen in the Landscape Department and the Facilities & Maintenance Department with outside contractors.
- Leads the development of cultural landscape surveys as well as Historic Structures Reports (HSR).
- Conducts historical research, organizes data and utilizes information for associated projects and programming. Supports the research needs of other departments as required.
- Works with the Education & Visitor Experience Division to develop and deliver a variety of educational programming around the historic landscapes, grounds and structures of the estate, including daily activities of restoration, preservation & conservation, as well as special and capital projects.
- Provides leadership and general oversight of the daily operations of the Landscape and Facilities Department, with the managers and foremen of same. Including review and updates to cyclical maintenance plans; develop annual departmental budgets for daily operations and capital/special projects; ensure accountability and oversight of staff, interns and volunteers, employee evaluations, and recommendations for promotions, salary adjustments, etc.
- Works with the Development and Marketing Departments to identify ways to promote the Jens Jensen landscape and the Albert Kahn buildings and secure grant, sponsorship and other funding opportunities.
- As a member of the Edsel & Eleanor Ford House management team, participates and assists in special programs, projects, and activities as needed. Represents and promotes the Ford House mission, vision and values to the community.

TRAINING, EDUCATION, and ABILITIES

- An undergraduate degree in a relevant preservation field; a master's is highly desirable.
- A minimum of five years of demonstrated historic preservation (landscape, architecture, etc.) experience; professional experience of seven or more years in directly related job duties is strongly preferred.
- Knowledge of early 20th century architecture, construction, and/or landscape desired.
- Working knowledge of state and federal regulations regarding historic preservation, historic preservation procedures and methodology, National Historic Preservation Act, and the Secretary of Interior's Standards and Guidelines.
- Creative, strategic thinker with proven project management experience.
- Ability to conduct solid research and analyze/apply findings.
- Ability to communicate information clearly and concisely; both orally and written.
- Interpret both project and legal documents and associated requirements.
- Establish priorities to allocate limited resources.
- Demonstrated ability to work effectively and collaboratively with other staff, visitors, and community representatives.

HOW TO APPLY

Submit resume with salary history to jobsearch@fordhouse.org.