



History Museums Supervisor #02669

City of Virginia Beach – Job Description

Date of Last Revision: April 2, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: A12

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Supervise and manage the daily operations and conservation of the City-owned and operated history museums, sites, and staff. Position reports to the Cultural Arts Coordinator of the Cultural Affairs Department of the City of Virginia Beach.

Representative Work Functions and Responsibilities

- Responsible for the management, preservation, and historical interpretation of four of the most significant historic sites and museums in Virginia: Francis Land House, Thoroughgood House and Education Center, Lynnhaven House and Colonial Education Center, and the Princess Anne County Training School/Union Kempsville High School Museum at the Renaissance Academy.

- Develop and manage all capital projects associated with seven City- owned historic museum properties: Francis Land House, Thoroughgood House, Lynnhaven House, Atlantic Wildfowl Heritage Museum and deWitt Cottage, Virginia Beach Surf and Rescue Museum, Whitehurst/Buffington House, and Ferry Plantation House, in conjunction with Public Works/Facilities Management.
- Increase revenue and oversee collection of revenue from the following: admissions, facility rentals, education and public programming. Maintain detailed financial and administrative records.
- Prepare, administer and monitor division's operating and capital budgets, inclusive of revenue and expense forecasting. Prepare operating and analytical financial reports, performance measures and recommendations to establish long/short-range goals and objectives.
- Research, document, and interpret the department's historic houses and museums, grounds, and associated buildings and their collections and furnishings and direct and evaluate all associated school and public on-site and off-site program activities.
- Develop and implement historic building maintenance plans for City-owned historic museums properties.
- Manage the department's physical resources and initiate and schedule requests for servicing with Public Works/Facilities Management and assure the resources are protected, maintained, and cared for according to professional standards of the American Alliance of Museums.
- Oversee educational programs, interpretive tours and public programming.
- Recommend, hire, train, direct, supervise, monitor, and evaluate all permanent and temporary History Museum staff and volunteers.
- Develop and integrate History Museums Furnishing Plans into the Museums' Collection Plan. Recommend acquisition of artifacts to Department Director.
- Represents Virginia Beach History Museums and the City of Virginia Beach to other groups and individuals, by coordinating and leading interdepartmental museum project teams.
- Work with the non-profit Virginia Beach Historic Houses Foundation to raise funds in support of the history museums and mission.
- Collaborate and partner with community organizations, such as the Friends of the Virginia Beach Historic Houses, Council of Garden Clubs, Historic Preservation Commission, Virginia Beach Beautification Commission, area garden clubs, civic leagues and historic organizations to strengthen and enhance the history museums and mission.
- Identify funding sources and compile and submit grant applications and reports to appropriate agencies and foundations.

- Support Department of Cultural Affairs marketing and public relations campaigns and initiatives.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Strive to maintain and/or exceed professional museum standards and practices as defined by the American Alliance of Museums for the history museums.
- Consistently and accurately maintain detailed financial and administrative records.
- Effectively promote the museums to increase and maintain attendance, facility rentals, program participants and volunteers.
- Administer the policies and activities of the museums.
- Professionally oversee artifact care.
- Successfully reach grant targets.
- Create and maintain positive relationships with all stakeholders.
- Properly supervise personnel so that a strong working team is developed.
- Effectively prepare and manage annual budget including contributing to capital projects planning.

Minimum Qualifications

Bachelor of Arts or Science degree in historic sites administration, museum studies/administration, history, public history, historic preservation, education, public administration, nonprofit management, or other closely-related field, plus five (5) years' progressively responsible related experience providing the required knowledge, skills and abilities OR an equivalent combination of education (above high school level) and/or experience equivalent to nine (9) years in fields utilizing the knowledge, skills and abilities associated with this position.

Preferred Qualifications

- Master's Degree in historic sites administration, public history, public administration, museum studies, non-profit management, or other closely related field.
- Experience in a supervisory or managerial position at a historic site or history museum.
- Experience working within non-profit or governmental organizations and with boards and volunteers.

- Administrative experience including supervision, staffing, budgeting, marketing, public relations, coordinating special events, and managing capital improvement projects (CIPs).
- Experience with grant writing and reporting.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

Knowledge, Skills, Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of professional standards for historic house operations.
2. Knowledge of board governance.
3. Knowledge of collections stewardship.
4. Knowledge of historic interpretation and preservation.
5. Knowledge of business administration and finance.
6. Knowledge of EEO and diversity practices.
7. Knowledge of current trends and development in the field of museum administration.
8. Knowledge of proper historic building maintenance, repair and restoration.

B. Skills

1. Skill in grant writing
2. Skill in staff and volunteer supervision
3. Skill in project and time management
4. Skill in strategic planning
5. Skill in both short and long term planning of museum activities
6. Skill in effectively promoting history museums
7. Skill in fiscal management including budget, grant and financial administration
8. Skill in cultivation of donors and fundraising techniques
9. Skill managing operations and capital improvement projects

C. Abilities

1. Ability to create and maintain positive community and media relationships

2. Ability to communicate effectively both orally and in writing
3. Ability to establish and maintain effective working relationships with employees, volunteers, and docents
4. Ability to work effectively with non-profit board and friends' group

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.