

Van Cortlandt House Museum  
Museum Director, March 2024

The National Society of Colonial Dames in the State of New York, NSCDNY, is looking for a dynamic individual to be the Director of the Van Cortlandt House Museum, VCHM, in Van Cortlandt Park, Bronx, New York. The NSCDNY has partnered with the City of New York since 1898 in stewarding the VCHM.

This position is based full-time in-person at the VCHM at 6036 Broadway, Bronx, NY. The VCHM will undergo a major restoration projected to begin January 2026 at which time the museum may be closed, and this position may have a remote component.

### **Requirements**

- Bachelor's Degree in Museum Studies, American Studies, Education, Non-Profit Administration, or History required.
- Master's Degree preferred. Commensurate experience will be considered.
- Knowledge and experience with historic preservation and non-profit management.
- Understanding and appreciation for the colonial period in American history and its material culture.
- Experience supervising and managing staff.
- Commitment to diversity, equity and inclusion and community engagement
- Working ability with Word, Excel, and Past Perfect.
- Must be conversant with various social media outlets and be able to direct a marketing strategy to incorporate same.
- Must be able to work in a professional and courteous manner with a wide variety of museum and park constituents including members of the NSCDNY, elected officials, NYC Parks personnel, families, children, and educators.
- Must possess strong communication skills.
- The Director will be actively involved in the operations of the museum and its grounds and must be prepared to actively engage with staff and visitors by standing, walking, climbing stairs – there is no elevator - and moving light furniture, collection objects and stanchions.

### **Primary Responsibilities**

- Plan and implement programs and events that engage visitors in the historical interpretation of the VCHM and its occupants.
- Plan and implement exhibitions to be viewed at VCHM, or if necessary a remote location, that focus historic insight on the museum's collection, the Van Cortlandt family, the people that the Van Cortlandt's enslaved, and their plantation's role in the colonial history of the Bronx, New York City and the world.
- Develop a marketing strategy for the VCHM that includes social media to highlight the important initiatives being produced at the VCHM so that community members are aware of all that the VCHM is doing with its programming.
- Plan programming for borough and city-wide tourism initiatives such as Bronx Week, Open House New York, and Archtober.
- Seek partnerships and collaborate with scholars, industry experts, educators, and community-based organizations for the purposes of hosting and sponsoring events at the museum.

- Foster and maintain relationships with primary stakeholders and staff including Van Cortlandt Park organizations, City and borough representatives, members of Community Board 8, VCHM Community Committee and the local community. Foster and maintain the productive and collaborative relationship with Historic House Trust that is in place.
- Be at the museum when it is open and at all events.
- Be the public face of VCHM by interacting with museum/park constituents including elected officials, NYC Parks personnel, families, school children, and educators.
- Be accessible, communicative, and collaborative with the VCHM committee chair and relevant NSCDNY board members.
- Develop and oversee a small, but growing professional staff using diversity, equity, and inclusion practices.

### **Compensation**

- Salary: \$65,000 - \$75,000 per year plus health insurance. (Possible annual performance bonus.)
- United Oxford Health insurance, gold level
- 403B (non-contributory) retirement saving plan
- Initial PTO includes: Two weeks paid vacation, 4 personal days, 11 paid holidays

NSCDNY is an equal opportunity employer. If you have questions about accessibility or require accommodations as part of the interview process, please let us know.

Interested applicants should send a resume and cover letter to [careers@vchm.org](mailto:careers@vchm.org) as soon as possible.