



# Preservation Virginia

## Site Coordinator For Cape Henry Lighthouse

### **About Cape Henry Lighthouse**

Cape Henry Lighthouse is the first federally funded public works project of the newly formed United States government. It was authorized by George Washington and overseen by Alexander Hamilton. The Lighthouse is situated near the “First Landing” site where English settlers initially set foot on their way to settle in Jamestown. Built with the same Aquia sandstone as much of Washington, D.C, the lighthouse guided sea travelers to safety for almost 100 years. In 1930 an act of Congress deeded the Lighthouse and surrounding land to Preservation Virginia’s care. Today, Cape Henry Lighthouse is surrounded by the Joint Expeditionary Base Fort Story (JEBFS) and receives 50,000 visitors annually.

### **Visitor Experience at Cape Henry Lighthouse**

Upon arrival at the gate, guests let the base security personnel know that they are visiting Cape Henry Lighthouse and they are directed to parking adjacent to the gate. Guests proceed to an covered area for a security check before boarding a shuttle to be transported to the historic sites. Masks are required on the shuttle and in all interior spaces.

Once at the Visitors Center, guests can climb to the new “visitor plaza” at the base of the tower. Completed in 2019, the plaza showcases new interpretive signage and views of the Atlantic Ocean and Chesapeake Bay. Guests also have the opportunity to join a walking tour of historic waypoints nearby, such as the site of the first English landfall.

Due to Covid-19 precautions, all interior tower climbs are private. They are offered seven days a week at 10:00 a.m., 11:00 a.m., 12:00 p.m., 2:00 p.m., 3:00 p.m. They are strictly limited to a maximum of 10 people and all visitors are required to wear a face mask.

### **Position Summary**

Preservation Virginia is looking for an enthusiastic site coordinator for the Cape Henry Lighthouse. The ideal candidate will have outstanding communication and organizational skills, be able to successfully manage interpretive staff, work closely with our military liaisons and remote support staff at part of a statewide preservation organization.

Under the guidance of the Director of Museum Operations, the Site Coordinator is responsible for the management, administration and interpretation of Cape Henry Lighthouse including the successful financial performance of the site. The Site Coordinator is Cape Henry Lighthouse and Preservation Virginia’s liaison to the City of Virginia Beach and the military command at Joint Expeditionary Base Little Creek Fort Story.

This is a full-time year round position that will require weekend work, close coordination with statewide museum operations and finance departments in the Richmond office, communication, data collection, and coordination with our liaisons at JEBLCFS.

### **Duties of the position include:**

- Manage site operations to ensure adequate staffing for daily operations, to provide exceptional customer service for all visitors, to maintain the stability and reputation of the site by complying with organizational policies and procedures of Preservation Virginia.
- Develop core competencies in staff by recruiting, selecting, orienting and training employees in site operations and interpretation. Cultivate successful staff by coaching, counseling and if necessary, disciplining employees; planning, monitoring and appraising performance in core operations and interpretation. All staff, including shuttle drivers, are considered interpretive staff and must be fully knowledgeable of the history and significance of the site as well as the history and significance of Preservation Virginia, the statewide preservation organization that owns the lighthouse.
- Work with JEBLCFS liaisons to manage daily guest experiences at the gate, for special events and to gain access for contractors, media and other special guests.
- Act as liaison with community organizations in the region, including JEBLCFS, the City of Virginia Beach, tourism organizations, historical and cultural attractions, etc.
- Attend training and informational meetings in the Richmond office or at such locations as may be determined. This includes participating by Zoom conference call in regular staff meetings as scheduled.
- Monitor the historic structure as well as all support structures on the property. This includes attending to the appearance of the grounds, stairs, walls, etc. and notifying the appropriate staff of any maintenance needs.
- Implement and adhere to all of the procedures and policies of Preservation Virginia including those for employees, maintenance, preservation, care of collections, disaster preparedness, filming, facilities use etc.
- Ensure budgeted goals for admission and retail sales revenues are achieved annually by following required best practices for site and store operations. Work with the Director of Finance to communicate re-orders of retail merchandise to maintain optimal inventory levels. Serve as a resource for product mix to improve retail sales. Manage expenses to be within approved budget.
- Prepare weekly and monthly reports for admissions, sales, etc., using Excel template worksheets and e-mail communications from the site and according to the schedule set by the Finance Office.
- Comply with financial and accounting policies at Cape Henry to ensure security and control of monetary and inventory assets maintained at the site to prevent loss, theft or misuse of those assets.
- Perform other duties as required by the position or as assigned by the supervisor.

#### **Required Qualifications**

- Proficient in Microsoft Office and similar software with a high comfort level with computers, database software, and office equipment
- Outstanding communication skills.
- Enthusiasm for relevant subject matter.
- Exceptional customer service skills, customer service experience
- Must be available to work weekends and holiday periods.

**Preferred Qualifications**

- Experience in a non-profit organization
- Experience developing education programs
- Expertise in budget management and compliance with organizational procedures
- Experience working directly with the military
- Service in the US Military
- Previous museum experience

**Additional Eligibility Qualifications**

- Detail-oriented, precise and careful
- Strong information technology skills
- Strong time management skills with the ability to prioritize work and meet deadlines.
- Enjoy working with people, on a variety of issues, flexible and organized worker

**Salary: \$32,000-\$35,000**

**To apply, please email your cover letter and resume to [jhurstwender@preservationvirginia.org](mailto:jhurstwender@preservationvirginia.org). Position is open until filled. EOE.**