



Director of Interpretation, Collection, and Archives

Department: Marketing

Supervisor: President & Chief Executive Officer

Employment Type: Full Time. Exempt

Caramoor Center for Music & Arts is currently seeking qualified candidates for the role of Director of Interpretation, Collection, and Archives, with an anticipated start date in February 2022.

ABOUT CARAMOOR

Our mission is to enrich the lives of audiences through innovative and diverse musical performances of the highest quality, mentor young professional musicians, and engage children through interactive, educational experiences that deepen their relationship to and understanding of music. These three prongs – music performance, musician mentoring, and music education – infuse everything we do.

Located on an 80-acre campus in Katonah, NY, Caramoor Center for Music and the Arts, Inc. is a 501c3 non-profit arts center that has been in continuous operation since 1946. It presents approximately 55 live music performances throughout the year in a wide range of genres, culminating in a major summer season starting in June through early August. Caramoor also trains the next generation of classical musicians and provides music-based arts education to local schoolchildren. Through its public programs and community events, Caramoor annually serves approximately 40,000 people.

Caramoor was the summer home of arts patrons Lucie and Walter Rosen who opened their estate in 1946 to welcome artists and audiences to be inspired by music in the context of their beautiful gardens, historic buildings, and art. Classical music, from chamber to orchestral to opera, forms the core of Caramoor's programming, but over the years the program has grown to include jazz, American Roots, world music, American songbook, family programs, and more. Caramoor also rents its facilities and grounds for private events.

Caramoor joins with those who seek to promote equality, eradicate injustice, and support inclusion. As in a choir, our world benefits from a multitude of voices coming together in harmony.

Caramoor is an Equal Opportunity Employer (EEO); this means that all aspects of employment, including but not limited to, recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, return from layoffs, disciplinary action and discharge shall be conducted on the basis of qualification and ability without regard to actual or perceived race, religion, political affiliation, disability, sex (including sexual violence and sexual harassment), sexual orientation, gender identity, gender expression, pregnancy or any reproductive health decisions, genetic disposition, neurodiversity, color, age, weight, national origin, citizenship, familial status, marital status, domestic victim status, military and veteran status or any other basis protected by law.

We pledge to uphold equality in our hiring and employment practices, and to create an environment where everyone, from any background, can do their best work.

JOB DESCRIPTION

The Director of Interpretation, Collection, and Archives ("the Director") is a full-time position tasked with intertwining the history of Caramoor, its founders, and the Rosen House decorative and fine arts collection ("collection") into the visitor experience. The Director will report to the President & Chief Executive Officer and be responsible for the management and oversight of the collection and archives.

ESSENTIAL DUTIES & RESPONSIBILITIES

Interpretation: Define strategic objectives and initiatives to achieve interpretive goals while supporting the relationship between music, people, and place.

- Become well-versed in the founders, their history, and the collection.
- Communicate plans, projects, and activities to volunteer leadership groups, including the Board of Trustees. Collaborate on special projects and initiatives with volunteer leadership.
- Lead the development and design of tours that engage and enhance the visitor experience using new interpretive tools and technologies.
- Provide orientation and training for docents and implement opportunities for deepening their engagement. Collaborate with the visitor services team to recruit and coordinate docents.
- Create and update exhibits in innovative yet historically appropriate displays. Manage a team of exhibit and graphic designers, display fabricators and facilities personnel to complete a project from conception to completion.
- Work closely with the marketing and development teams and the Director of School Programs and Community Engagement on incorporating the collection and the Caramoor narrative into communications and programming.
- Write and review marketing materials that relate to the history and collection, including articles, blog posts, website pages, and social media posts.
- Work with video production to produce video content for the virtual visitor experience.
- In collaboration with facilities personnel, decorate the interior and exterior of the Rosen House for holiday events and programs.
- Promote Caramoor within the local community by establishing and maintaining relationships with other cultural organizations in the area.

Collection: Supervise, manage, and maintain the decorative and fine arts collection.

- Oversee restoration and conservation of the collection including hiring and management of restoration specialists, determine the location of objects to ensure their security and protection from elements while maintaining historic integrity. Create stewardship plan and budget, implement stewardship plans. Keep current on restoration techniques.
- Maintain and update as needed the collections management system (PastPerfect) to ensure all collection data including inventory, condition monitoring, loan requests, description, and documentation is accurate and complete. Work closely or supervise the Archive Coordinator and Collections Assistant to ensure all objects are properly documented.
- Continue to update collection data with current research and provenance discoveries. Consider requests for inter-museum loans and respond to requests for access to the collection for scholarly research.
- Collaborate with event operations and facility personnel on safeguarding the collection.
- Oversee training of facilities personnel on proper collection care and maintenance procedures. Report maintenance and housekeeping issues to facilities personnel.

Archives: Catalogue, maintain and expand archives to include the Rosen family, Caramoor as an estate, Theremin materials, and more broadly Caramoor as a cultural organization including archive database management.

- Identify prospective partners and work with current partners on Caramoor archive sharing and storage agreements and logistics. Maintain archives both at Westchester Historical Society and at Caramoor.
- Provide insight, interpretation, and retrieval of archival documents for staff. Provide access and interpretation for various external requests we receive. Maintain and provide access to Theremin



scores for researchers. Respond to requests for documentation for research. Supervise Archive Coordinator and volunteer efforts in adding and maintaining the archival collection.

REQUIRED SKILLS AND QUALIFICATIONS

Experience: Five plus (5+) years of arts history/historic home, arts administration or related experience. Bachelor's or advanced degree in related field a plus. Minimum of two (2) years' experience in a management role with demonstrated ability to effectively lead and manage teams to success, and work collaboratively across all organization levels. This role should have strong decision making and project management skills working with various stakeholders and departments.

Software Technology Expertise: Must be proficient in Microsoft Office Suite, collections database management (PastPerfect), and project management (Smartsheet). Strong people skills with excellent verbal and written communications.

Collaboration: Ability to work in a positive and professional manner. Willingness to be very hands-on and flexible to work on a variety of assigned tasks. Ability to maintain confidential information; highly organized and detail oriented with a strong work ethic. Flexibility to adapt to changing priorities and new opportunities.

Values & Culture: Appreciation for creating an environment that supports all guests to be inspired by music; and have a strong commitment to Caramoor's mission and values. A sincere interest in music, arts and history, a must.

Working Conditions: Ability to work in a busy office environment, maneuver outdoors (in all weather conditions) on 80 acres of woodland trails, gravel path ways and gardens. Flexibility to work during weekends and evenings as needed for events. A personal vehicle, and valid driver's license, are required.

TO APPLY

Please submit your cover letter and resume no later than January 28, 2022 to personnel@caramoor.org with "Director of Interpretation, Collection , and Archives " in the subject line. We will only contact candidates being considered for the role. No phone calls, please. For more information, visit www.caramoor.org.