

## INTERPRETIVE PLANNING & EXHIBITS MANAGER

**Location:** DNREC- Division of Parks and Recreation  
89 Kings Highway  
Dover, DE 19901

**Deadline:** Until Filled  
**Salary:** \$56,200.30

***This is not a State of Delaware merit position. It is a one-year contractual position with the opportunity to work long term.***

The New Castle Conservation District (NCCD), a governmental subdivision of the State of Delaware, is seeking applicants for the contractual services position of Interpretive Planning & Exhibits Manager with the Delaware Department of Natural Resources and Environmental Control (DNREC), Division of Parks and Recreation.

### **JOB SUMMARY**

The selected candidate will serve on the Central Interpretive Services team reporting to the Chief of Interpretation. The position responsibilities include development of natural and cultural resource interpretive publications, exhibits, waysides and other materials in Delaware State Parks. The position is responsible for ensuring interpretive media (interpretive signage, exhibits and videos) are distinctive, attractive, accessible and informative to the public, engage a diverse audience, and relate to the park's cultural and natural resource themes and essential experiences. The position is responsible for leading and organizing efforts related to interpretive exhibits, publications and communication and interpretive planning related to all indoor/outdoor park exhibits. This position also assists the Chief of Interpretation with reporting and full-scale park interpretive planning.

Other responsibilities include the coordination and installation of temporary and permanent signs, banners, digital signage and other interpretive graphics, and providing associated training and leadership.

### **ESSENTIAL FUNCTIONS**

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

- Supervise and oversee the content development, design, fabrication and installation of statewide cultural and natural resource waysides and exhibits
- Meet with park personnel to determine exhibit/wayside/project needs, determine whether projects can be done-in-house or need to be contracted out, estimate

cost, schedule/prioritize projects and create distinctive, attractive and interpretive exhibits, media and publications

- Supervise and oversee the writing, editing, design, layout and printing of Delaware State Parks interpretive projects, publications and online communication outlets including oversight of online publications and support for program registration process
- Locate and recommend contractors, provide direction on assigned projects, monitor work/progress/project cost and evaluate and approve products
- Facilitate interpretive site planning as a part of larger scale exhibit development within the parks, this includes full process and plan development for exhibit related interpretive plans. Additionally, working with the Chief of Interpretation on the development of full park site interpretive park plans, with individual park teams through a series of meetings to progress through the interpretive planning process
- Produce documents related to the interpretive planning and exhibit development process
- Work with contractors and/or external groups when needed for specific duties such as evaluation and research
- Work with the in-house Creative Services team and outside design contractors for design of projects
- Monitor expenditures, explore grant opportunities, write job specifications and oversee bidding process for contractual design, exhibit fabrication or printing work
- Conduct cultural and natural resource research for exhibit development and interpretive planning
- Work with the Chief of Interpretation, park interpreters, superintendents, content experts and others to create and facilitate interpretive projects
- Oversee interpretive exhibit and programming feedback and associated reporting
- Train, supervise and evaluate staff associated with interpretive media/communications, publications, exhibits and feedback
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees, contractors and organizations
- Recommend needs such as equipment, supplies and printing for budgetary purposes
- Oversee budget tracking for exhibits budget; explore related grant opportunities and report on grant related expenses and coding
- This is a specialty role on the Central Interpretive Services team but additionally working as a team contributor on all Central Interpretive Services projects (supporting statewide programming and reporting as needed)
- 37.5-hour work week schedule; Weekends and Holidays required.

## **JOB REQUIREMENTS**

Applicants must have the following:

1. At least two years of experience in interpretation work including planning, evaluation, and exhibit content development and/or design.
2. Demonstration of knowledge of materials and methods, and best practices in accessibility for the development of interpretive media such as publications, exhibits, outdoor signage, displays and brochures
3. Exhibition coordination and interpretive planning experience, including ability to handle and prioritize multiple projects simultaneously, and flexibility in meeting shifting demands and deadlines
4. Computer proficiency required: Microsoft Office, Adobe, Google, Acrobat Pro, Photoshop, Illustrator, InDesign or related programs
5. Excellent editing and written communication skills
6. Experience leading/supervising a team, preferred
7. Experience in cultural, historical, and natural resource research to provide context for exhibits, programs, tours, historical sites and artifacts, preferred
8. A writing exercise will be administered at the time of the interview. Writing samples may also be requested.

## **CONDITIONS OF EMPLOYMENT**

1. Applicants must be legally authorized to work in the United States. The Conservation District participates in the Federal E-Verify system to confirm you are authorized to work in the U.S. The Conservation District shall require verification of identity, validating you are lawfully permitted to work in the United States beyond a temporary period without employment-based sponsorship.
2. The Conservation District does not provide sponsorship for holders of H-1B Visas.
3. Direct Deposit of paychecks is required of all new employees.
4. Possession of a valid Driver's License is required (not suspended, revoked, cancelled, or disqualified from driving.)
5. Criminal Background Check: A satisfactory criminal background check is required as a condition of hire. The applicant may be required to pay for the criminal background check as part of the conditional offer of hire.
6. 37.5-hour work week schedule; Weekends and Holidays required.
7. A writing exercise will be administered at the time of the interview. Writing samples may also be requested.

## **BENEFITS**

The New Castle Conservation District offers a comprehensive benefits package, including: 37.5-hour work week, 9.5 hours per month of accrued vacation leave and 9.5 hours per month of accrued sick leave (prorated the first month of employment), and 12 paid holidays per year (holidays and floating holidays follow the State of Delaware schedule.) Health insurance and 401(k) are also included in the benefits package.

*The New Castle Conservation District is an equal opportunity employer and  
values a diverse workforce.*

## **TO APPLY**

Please email 1) Cover Letter, 2) Resume, and 3) New Castle Conservation District Employment Application to:

Jamie L. Willey, MBA

DNREC District HR Manager

[Jamie.L.Willey@delaware.gov](mailto:Jamie.L.Willey@delaware.gov)

(302) 608-5478

Employment Application may be downloaded from the Kent Conservation District Job Opportunities website: [KCD Website](#)