**The Great American Treasures (GAT) Coordinator**

**POSITION SUMMARY:**

The Great American Treasures (GAT) Coordinator (“Coordinator”) is a full-time, non-exempt status position operating under the general supervision of the Executive Director. S/he reports to the Executive Director and works closely with all NSCDA staff at National Headquarters Dumbarton House and NSCDA leadership to advance institutional strategic goals.

As the NHDH coordinator for the NSCDA’s GAT museum alliance and initiative, s/he functions as a liaison to the Museum Alliance Committee (MAC) and GAT site staff/leadership. S/he works closely with the Executive Director and MAC Committee Chair to set strategic goals and objectives as well as agendas for in person and virtual meetings.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Works with the Executive Director and NHDH staff to forefront the properties and stories of the NSCDA’s Great American Treasures, collaborating with GAT properties and their staff/Board leadership, and serving as the principal point of contact for all GAT inquiries.
2. Writes, assembles, and oversees printing and distribution of GAT publications, including brochures and the new spiralbound guide.
3. Assists the Advancement Office with GAT branding, marketing, and promotions, including 250th anniversary GAT publication events, lectures, and tours.
4. Envisions and produces educational programming on GAT properties, including virtual tours, as well as professional development opportunities for GAT staff/volunteers.
5. Creates and oversees content for GAT website and social media accounts.
6. Maintains GAT listserv and close communication with all GAT properties and staff/volunteers/Board, offering open discussion forums as needed.
7. Represents the NSCDA, Dumbarton House, and Great American Treasures to colleagues within the historic site/museum community both locally and nationally.

**KEY ATTRIBUTES & QUALIFICATIONS:**

1. B.A. in historic preservation, art history, material culture, museum studies, or a related field with 1-2 years in the museum/historic preservation field. (Preferred - M.A. in historic preservation or related field with 3-4 years of experience managing projects at a museum/historic site.)
2. Strong organizational, writing, and verbal communication skills.
3. Ability to collaborate successfully with colleagues, vendors, volunteers, and Board members.
4. Flexibility and reliability.
5. Solid ability to manage projects and budgets.
6. Ability to climb stairs, bend, crawl, and reach.
7. Ability to travel to GAT properties nationwide, as needed.

SALARY AND BENEFITS:

* $45,000 – 55,000 annually
* Paid time off
* Health, Dental, and Vision Insurance
* Retirement Plan
* Life Insurance.
* Free on-site parking
* Transit/Capital Bike Share benefits
* Staff museum gift shop discount
* Dumbarton House is an Equal Opportunity Employer.

TO APPLY:

* Send a cover letter and resume to: Carol Cadou at CarolCadou@nscda.org subject line: “GAT Coordinator”
* No phone calls please.
* Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

**About the NSCDA**

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.