

August 2017

## **Shelburne Farms Job Description**

**Position:** Inn and Hospitality Services Director

**Supervisor:** President

**Supervises:** Hospitality, Food Service, and Events Staff

### **Position Objective**

- Support Shelburne Farms mission advancement and organizational goodwill by providing welcoming and comfortable overnight accommodations, serving fresh/local food, facilitating memorable special events, and building long-term relationships.

### **Key Responsibilities**

- Supervise and coordinate general management of hospitality and food service operations, including guest services; personnel; special functions; general administration and record keeping.
- Work closely with the Vice President and Program Director and other members of the Farm's management team on organizational and operational integration and improvement, including staff training and orientation, programs and guest experiences, events, donor and public relations, communications, and marketing.
- Work closely with the CFO on accounting and payroll systems.
- Work closely with the Buildings and Grounds Manager on facilities and landscape maintenance.
- Work closely with the Curator on historic resources and collections care.
- Participate as a member of the design and furnishings planning team.
- Develop budget recommendations and manage operations consistent with organizational goals and guidelines.
- Keep President informed about any significant variations from normal or projected operations.

### **Qualifications**

- Understanding of and commitment to the Farm's mission, core values, and strategic priorities
- Hospitality/ food service and other relevant management and life experience
- Strong organizational skills and attention to detail
- Excellent guest services and communications skills

### **Physical Factors**

- Seasonally demanding work schedule
- Ability to be physically active for extended periods of time