



EXECUTIVE DIRECTOR Job Description

POSITION PURPOSE

To implement the policies established by the Board and further promote the goals and objectives of the Society.

Oversee daily operations of the business office and research library; as well as the cataloguing, accessioning and deaccession process of artifacts and collection care and management.

Give tours of the sheriff's residence. Train staff and volunteers to be tour guides.

Executive Director shall maintain a current knowledge base of professional museum operation and shall strive to operate the museum in accordance with these principals.

RESPONSIBILITIES TO THE BOARD

Monthly: Mail Executive Director's report to Board members three days or more prior to the Board meeting, along with the agenda and financials.

Present new board members with an updated board manual containing a copy of "Fiduciary Duties of Directors of Charitable Organizations" and "Board Roles and Responsibilities as well as other pertinent documents and information about the Society.

Maintain the board minutes.

PUBLIC RELATIONS

Promote Historical Society through tours, programs, news releases, and social media.

Give general and specific programs as requested both in-house and away from the museum.

Write, edit and oversee printing and mailing of museum newsletter.

Maximize image and recognition of the Historical Society by attending and participating in community events.

Attend meetings of service clubs, social groups, church groups, school programs, town boards, other historical societies in the county, etc. as a guest speaker.

GOALS

Increase Society revenue through gains in membership levels, monetary donations and memorials.

Increase number of qualified volunteers.

Increase number of visitors to the museum.

STAFF

Two part time assistants: Training and supervision.

Experience Works: Training, supervision and related paper work.

Volunteers: Training, monitoring, scheduling and making sure volunteer hours are recorded.

SECURITY

Open and close building, check alarm systems, locks, doors, lighting, etc.

Keep current list of all persons having access to building by key and door code.

OFFICE ROUTINE

Oversee the mail, phone calls, e-mails, website updating, contacts with public officials and visitors to the museum, thank you letters for donations and memorials, and other duties to maintain appropriate office practices.

Maintain inventory of office equipment and supplies, warranties, and maintenance agreements.

FINANCE

Assist the Treasurer and Budget and Finance Committee in the preparation and implementation of an annual operating budget. Give accountant a copy of the approved budget.

Make sure the accountant gets the monthly bank statements, copies of the deposits and checks with the proper codes.

Oversee the preparation of monthly bills for Board approval.

POLICIES AND PROGRAMS

Recommend policies to the Board. Work with Personnel Committee in updating the Personnel Policy.

Set up programs as needed or recommended by the Board.

RESEARCH AND EXHIBITS

Oversee research needs and requests.

Plan, research, design, and implement exhibits/displays from artifacts in museum's collection.

Maintain inventory by care of collections, archives and computer entry.

Supervise maintenance of historic area at fairgrounds. Plan and implement exhibits and programs in those buildings.

Supervise activities and scheduling during the Crow Wing County Fair.

OUTREACH AND SUPPORT

Act as liaison and support to other historical organizations in Crow Wing County. Examples: Friends of Old Crow Wing, Croft Mine, Crosslake Historical Society, Crow Wing County Genealogical Society, Cuyuna Heritage Preservation, Nisswa Area Historical Society and Pequot Lakes Historical Society. Attend other Historical Society meetings.

Provide information to them when requested.

Contact the Friends of Old Crow Wing when their banking statements arrive at the museum, so they can be picked up.

BUILDING MAINTENANCE (Janitorial Services)

Report to County Facilities if there are any issues concerning the cleaning and general maintenance of the building by County staff or cleaning service.

Submit work orders to County Facilities when needed (changing of light bulbs etc.)

Monitor museum displays, exhibits, heating and cooling system, lights, look for pest infestation etc.

OTHER

Activities as directed by the CWCHS Board including assisting in fundraising.

Has full operating control of the gift shop.

In case of an emergency, an Executive Committee Member must be notified.

Director is accountable to the Crow Wing County Historical Society Board of Directors

(By-laws Article II, Section 12)

Send Resume to:

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