

Job Description: Executive Director/Site Manager
Jack Jouett House Historic Site and Museum

Department: Jack Jouett House

Position Summary:

Full time position managing all administration, operations, programming, and development for Jack Jouett House Historic Site and Museum.

Essential Duties and Responsibilities include the following.

1. Promotes adherence to the mission and purpose of Jack Jouett House Historic Site in all site activities.
2. Manages daily administration of the site in a timely manner.
3. Prepares and maintains operating records for the site.
4. Trains and supervises volunteers.
5. Prepares and administers budget for the site.
6. Administers collection and distribution of donations.
7. Researches, writes, and administers grants for the site.
8. Assists Woodford County Heritage Committee in fund-raising and membership activities for the site.
9. Develops and implements long-range and strategic plans for the site in cooperation with the Woodford County Heritage Committee.
10. Oversees maintenance of historic house, visitor's center, and grounds in cooperation with Woodford County Maintenance Supervisor.
11. Oversees maintenance of collections in cooperation with Woodford County Heritage Committee.
12. Manages site interpretation to the public through development and presentation of tours, exhibits, programs, and special events in cooperation with Woodford County Heritage Committee under the direction of the Woodford County Fiscal Court
13. Manages marketing of the site in cooperation with the Woodford County Heritage Committee, the Chamber of Commerce, and the Woodford County Tourism Commission.
14. Attends Woodford County Heritage Committee meetings, Woodford County Fiscal Court meetings at least monthly to report on site status. Also attends Woodford County Chamber of Commerce, and Woodford County Tourism meetings when necessary.
15. Adheres to the policies of the Woodford County Fiscal Court as set forth in the Site Manager Job Procedures document.
16. Performs additional duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. In addition, the employee may be required to submit to a drug screening, background check, and credit check.

Education/Experience:

Master's Degree or equivalent in history, museum studies, museum administration, or related field and experience in museum administration or related field is preferred, other education and experience will be considered. Possession of current driver's license is required. Driving record for the past five years may be considered to determine eligibility for this position.

Special Knowledge, Skills, and Abilities:

1. Strong administrative and management skills and experience.
2. Strong leadership and interpersonal skills.
3. Ability to read and interpret documents, to conduct research, and to prepare reports.
4. Strong written, verbal, and presentation skills.
5. Ability to proficiently operate word processing, spreadsheet, and museum management software.
6. Strong personnel management skills and experience.
7. Strong fund-raising and fiscal accountability skills and experience.
8. Ability to handle emergencies in accordance with the Jack Jouett House Historic Site Emergency Plan.
9. Basic knowledge of American history.
10. Ability to develop and implement tours, exhibits, programs, and special events.
11. Ability to attract, train, utilize, and retain volunteers.
12. Commitment to customer service and ability to deal effectively with the general public.
13. Strong public relations skills and experience.
14. Ability to network and partner with other museums, educational institutions, community-based organizations, and funding agencies.
15. Ability to climb stairs and walk grounds, and to perform cleaning and maintenance tasks.

Work Schedule and Environment:

The work environment characteristics described above are representative of those the employee encounters while performing the essential functions of this job. The employee will work various days and times to accommodate private tours and events in addition to the site's regular operating hours as set by the Woodford County Fiscal Court. Employee may be exposed to outdoor elements in the course of conducting tours.