**Position Description for Executive Director**

This position is located in the Stevens County History Museum in Morris, MN, and reports directly to the Board of Trustees of the Stevens County Historical Society.

The mission of the Stevens County Historical Society is to collect, preserve and interpret the history of Stevens County. This is accomplished through research of archival materials and artifacts, and public programming via exhibits, events and various other forms.

The Stevens County Historical Society was founded 1921, with roots dating back to the Old Settlers Organization established in 1876. The Museum is situated in a former Carnegie Library building which was built in 1905 and on the National Register of Historic Buildings. An addition and remodeling effort in 2005 resulted in state and national recognition for design and preservation.

1. **Duties**

The Executive Director is responsible for providing overall leadership in implementing the Society’s mission with a vision and passion that ensures continued viability and relevance of the Society.

Specific duties include (but are not limited to) the following essential job functions:

**Human Resource Supervision**

* Supervise all paid staff (currently part-time Guest Services Specialist and part-time Collections Manager).
* Coordinate work hours of all staff to ensure a staff person in in the Museum during normal working hours.
* Provide for and participate in training of all staff in their specific areas of responsibilities.
* Evaluate staff performance.
* Keep accurate and up-to-date time sheets.
* Involved in recruitment and assist in training volunteers and interns to do meaningful work.
* Provide appropriate recognition of volunteers.
* Manage staff, volunteers and interns in a manner that promotes teamwork and promotes a sense of ownership and pride.

**Public Relations and Outreach**

* Meet, greet and interact with visitors and members in a manner that encourages their continued support.
* Establish and maintain good working relationships with businesses and organizations on the local, regional, state and national level, especially the City of Morris, The Stevens County Commissioners, the local school districts, the University of Minnesota, Morris and other Historical Societies.
* Participate in radio, TV, and print and social media to advertise and promote Society events.
* Develop educational materials and programs for various groups.
* Respond in timely and friendly manner to all donations, memberships submissions, and other correspondence.
* Responsible for keeping Web page and other social media efforts up to date and relevant to Society’s mission.
* Develop thematic programs for annual meeting, and other various events.

**Fund Raising**

* In cooperation with the Board, develop annual budget and submit requests to the Stevens County Commissioners, Township Boards and general membership.
* Work with any local loan pool to reduce loan balance.
* Explore and write grants to MNHS and other granting entities to fund specific projects.
* Acquire funds from various partners to support special events.
* Explore and manage endowment funds and other investments, in conjunction with the board, to maximize return.
* Explore various options for any major fund drive efforts.

**Financial Administration**

* Provide monthly budget report to Board of Trustees.
* Responsible for bi-weekly payroll.
* Responsible for completing in a timely manner reports such as w-2, w-3, 1099s, and 990.
* Fiduciary responsibility for paying bills and doing a monthly cash report.
* Responsible for Gift Shop inventory and sales.
* Fiscally conservative and good at managing books.

**Publications**

* Periodically write articles for newspapers and newsletters.
* Responsible for publishing Society Newsletters.
* Prepare annual report for general membership and various stakeholders.

**Research**

* Assist Collections Manager in conducting research as needed for the building of exhibits and displays.
* Assist Collections Manager in conducting research as requested by individuals, businesses and other entities, including family histories and genealogy.
* Assist other staff in accessing research materials.
* Work with the University of Minnesota Morris students conducting research at museum.
* Conduct research in support of articles for bi-monthly newsletter publication.
* Work with consultant researching background material in support of Hall of Honor videos.

**Collections**

* Support and assist Collections Manager as needed in receiving, documenting, preserving, and cataloging all artifacts and archival materials according to professional museum standards and terminologies.

**Exhibits**

* Develop thematic concept for exhibits.
* Assist Collections Manager as needed in making exhibits, labels, displays, etc.
* Support Collections Manager in keeping abreast of emerging electronic technologies in building exhibits and interactive displays.

**Interaction with Board of Trustees**

* Consult on a regular basis with chair of the board regarding issues in supporting our working motto of “Making History Come Alive”.
* In cooperation with the board chair, develop agenda for monthly board meetings.
* Make oral/written monthly progress reports to the board concerning various programming/financial activities.
* Work with the board in scheduling various “work sessions” to maintain interior and exterior of the building.
* At least one board member must accompany the director when appearing in an official capacity, including but not limited to any city counsel, township or county commissioners meeting.
1. **Required Knowledges, Skills and Abilities**
* Excellent communication, administrative, and time management skills.
* Demonstrate fund raising and grant writing skills.
* Preferred knowledge of professional museum artifact management protocols.
* Preferred knowledge of and/or interest in history in general, and Stevens County history in particular, and how it relates to the history of the area/state/nation and the world.
* Experience with various computer software and social media.
* Skill in interacting with fellow staff that reflects an attitude of teamwork.
* Must be able to give and receive constructive criticism.
1. **Working Conditions**
* Working conditions are a mixture of sedentary activity and periods of standing, moving and lifting. Must be able to assist with collection storage, and some construction of exhibits.
* The work schedule will be negotiated with the board of trustees, and may require some flexibility depending on program needs.
1. **Compensation**
* Dependent on experience/qualifications.
1. **Benefits**
* **Personal Leave Time:** All employees (except temporary employees) accrue Paid Leave Time (“paid time off” or PTO) at the rate of 0.065 hours of PTO per hour worked. PTO many accumulate up to a cap of 200 hours. PTO may be used for vacation, illness, holiday, bereavement or any other personal or family reason upon reasonable advance notice to the Executive Director.
* **Membership:** All SCHS employees will receive a complementary membership in SCHS for as long as they are an SCHS employee.
* **Social Security/Medicare:** Employee’s contributions are deducted from each paycheck and the SCHS contributes at the applicable wage base as established by federal law.
* **Worker’s Compensation and Unemployment Insurance:** Employees are covered for benefits under the Worker’s Compensation Law. Absences for which Worker’s Compensation benefits are provided are not charged against the eligible employee’s PTO. To assure proper protection for employees and the SCHS, any accident that occurs on the job must be reported, even if there are no injuries apparent at the time. Forms for this purpose are available from the Executive Director.