**Becker County Historical Society (BCHS)**

**Executive Director Job Description**

Becker County Historical Society (BCHS) Executive Director is a full time position responsible for the tasks and coordination to ensure the continued success of the Becker County Museum and to carry out the mission of the Becker County Historical Society, “To preserve and communicate the history of Becker County to its’ people to all generations.”

**Reports to:** BCHS Board of Trustees

**Supervised by:** BCHS Personnel Committee, appointed annually

**Position Supervises:** Museum staff, volunteers and coordinates with contracted labor, as directed

by the Board of Trustees.

**Required Attributes:** Passionate about history, confident public speaker, ability to develop presentations

for all age groups, experience with fund development, team player & comfortable

with people of all ages.

**Financial Responsibilities:**

* File and maintain the 501c3 status and process 990 tax documents with accountant
* Budgeting process
* Financial reporting to the Board of Trustees
* Process deposits
* Maintain petty cash drawer
* Manage mobile “Square” account

**Fund Development/Public Relations/Marketing Responsibilities:**

* Manage and market all aspects of capital campaign, as needed
* Develop and market events and fundraisers to benefit BCHS
* Grant writing, as needed
* Obtain sponsorships for various events
* Utilize, manage and update information, events & special interest stories
  + Radio- advertise and interview as needed for special events & special interest stories
  + TV3- participate as needed for special events & special interest stories
  + Facebook- manage the online/mobile account, post story links & event information
  + Twitter- manage the online/mobile account, tweet story links & event information
  + Newspapers- work with the staff for special interest stories & events held at BCHS
  + Flyers- create and distribute, as needed

**Building and Property Management Responsibilities:**

* Maintain, clean, repair, lawn care, snow removal and be the emergency contact for the BCHS and other properties:
* Manage and bid contracts and serve as the emergency contact for building maintenance/repair, lawn care & snow removal, as directed by the Board of Trustees for all properties including:
  + Becker County Museum
  + Log Cabin & Little Red School House, both located at the Becker County Fairgrounds
  + Off-site storage locations

**Office and Employee Management Responsibilities:**

* Attend & participate in the BCHS Board of Trustees monthly Board & Committee meetings
* Hire, schedule, train, manage & evaluate employees of BCHS
* Submit payroll to PEO service provider
* Volunteer coordination & management
* Coordinate with outside providers
  + School-to-Work Program
  + CEP
  + Experience Works
* Process mail, recordkeeping, filing, accounts payable & receivables, supply management, voicemail and electronic communications management
* Website server and digital maintenance
* Maintain membership listing

**Curator Responsibilities:**

* Assure exhibits in the museum are relevant, clean interpretative & inviting
* Develop new exhibits to follow with the museum calendar
* Work with area schools, businesses & organizations to provide history learning opportunities & access
* Supervise the research done by staff & volunteers
* Maintain & improve upon BCHS artifact collection
* Purposeful collection and cataloging of incoming relevant artifacts & information.
* Work with collection & research committee regarding artifacts
* Use proper & new preservation methods (i.e. digitization, conversion)