

Dayton Historical Depot Society

Mission Statement: *The Dayton Historical Depot Society's mission is to maintain and use its primary artifacts, the Depot building and the Boldman House, for interpretation/education of local history. In keeping with their historical status, the Depot and Boldman House will serve as resources for community use.*

The Depot Society will continue the conservation of photographs, archives, video histories, and historical artifacts and also serve as a resource to encourage the preservation of local history. The Society's collection will enhance its ability to educate and interpret without degrading the Depot's or the Boldman House's historical designations on the Local, State and National Registers of Historic Places.

The Dayton Historical Depot Society also maintains and preserves the historical integrity of the Pioneer Cemetery.

Dayton Historical Depot Society Museum Manager Position Description

The Dayton Historical Depot Society (DHDS) Museum Manager is responsible for maintaining the integrity of the mission and vision of DHDS's primary assets, the Depot Museum, the Boldman House Museum, and Pioneer Cemetery. The Museum Manager will report directly to the President of the Board of Directors and work collaboratively with the Board by being responsible and accountable for the efficient day-to-day operation of the Society's properties. The Museum Manager and serves a non-voting, ex-officio member of the Board of Directors and Executive Committee and other committees established by the Board.

This is a full-time, 40-hour per week position, Tuesday through Saturday.

The Museum Manager is ultimately responsible for all of the tasks listed below. It is expected the Manager will maintain a presence when the museums are open to the public.

Education and Experience: Museum experience and a Bachelor's degree are preferred.

Skill and Abilities Desired:

- Strong organizational, interpersonal and oral/written communication skills are mandatory, including speaking before small and large groups
- Highly self-motivated, team player
- Innovative, creative thinker able to multi-task
- Must be proficient in Microsoft Office, QuickBooks, and Past Perfect, or be able to learn quickly
- Fundraising and grant writing experience (helpful)
- Marketing and social media experience and ability to maintain web site and other media (helpful)

Salary: Up to \$57,500 per year, depending on qualifications.

Resume and cover letter must be submitted as a PDF to info@daytonhistoricdepot.org , attention DHDS Search Committee, by midnight on May 1, 2023.

DHDS Museum Manager Job Description

Primary Responsibilities of this position fall into these key areas:

Operations

- Ensure the Museums are open and staffed during posted hours of operation.
- Recruit, train, schedule, and retain a team of volunteers necessary for the operation of the Museums.
- Recruit, train, schedule, and supervise other DHDS staff.
- Capture, record, and report accurate visitation counts and other metrics necessary for assessing the success of the Museums in achieving their mission.
- Oversee the upkeep and maintenance of the buildings, physical properties, exhibits, and collections.
- Manage the Depot gift shop, including the purchasing, merchandising, and marketing of items which complement the Museums' mission and generate a profit.
- Ensure smooth operation of the Museums' business office as well as all exhibits and displays.
- Purchase and maintain proper inventory of all required supplies for the Museums' daily operation.
- Act as primary liaison with all vendors and vendor contracts regarding services associated with Museums' operations such as tech support, cleaning services, office equipment, etc.
- Oversee the production of all Museums events and manage the Museums' annual calendar of events.
- Maintain organized files (paper and/or computer) with adequate back-up files.
- Ensure Museums compliance with all regulations, laws, and local ordinances in the daily operation of the Museums and events.
- Provide secretarial support to the board of directors.
- Assist the Board on other duties as may be assigned.

Fundraising and Development

- Implement and execute the strategic goals devised by the Board.
- Assist the Board with developing and implementing an annual calendar of events for fundraising, mission-essential activities, and membership-driven activities.
- Send out Membership Renewal Letters and work to continue to broaden the membership base.
- Maintain current and accurate data on all donors and members.

Marketing and Public Relations

- Implement and execute marketing strategies and tactics devised in coordination with the Marketing Committee for the purpose of promoting the Museums' and Cemetery events and visitor attractions.
- Collect and archive press clippings, ads, photos, and video from Museums and Museum-produced events.
- Produce and coordinate all written communications to constituents (emails, letters, press releases, exhibit descriptions, etc.) that are of professional, error-free quality.
- Promote the Museum and its activities through effective and efficient means of public relations media outlets (web site, Facebook, etc.).
- Deliver well-designed public presentations about the Museums to outside groups interested in learning about the Museums and their missions.

Finances

- Ensure all payables and receivables are posted to the correct ledger account and are processed in a timely manner with well-organized books.
- Develop an annual operating budget in coordination with the Finance Committee.

- Understand, manage, and adhere to the Board-approved annual operating budget.
- Implement and execute proper record retention and destruction practices.
- Submit all necessary reports and payment concerning taxes and payroll.
- Provide by March of each year all tax-related information needed for the accountant to file annual tax reports for Depot Society.

Museum Mission

- Serve as curator of the Depot collection and develop a familiarity with the Boldman House Collection and with Pioneer Cemetery history.
- Actively lead the Museums' effort to expand its collection of artifacts, oral histories, reference books, articles, and memorabilia which is pertinent to Columbia County.
- Plan, develop, and acquire future exhibits in coordination with the Exhibits Committee.
- Plan, develop, and implement special events in coordination with Event Committees.
- Coordinate guided and self-guided tours and related materials and/or mobile phone-based applications.
- Ensure that Museum visitors receive an experience which exceeds expectations from a standpoint of friendliness, enthusiasm, and delivery of product.
- Position the Museum as an important community asset and provide leadership for creating a positive image within the community.

Management retains the discretion to add or change the duties of this position at any time.