



Title: Carriage House Director
Reports to: President of the Board
Directs Work Of: Carriage House employees and volunteers
Effective Date: ASAP (for a probationary period of 120 days)
Work Hours: Base is 30 hours per week.
Works Day: Days vary as a host is required during all events
Pay: \$23400 for base pay and a percentage of all bookings
Contact: Judith VanGilder judithg.vangilder@att.net

Education/Experience:

Position Summary: The Carriage House at the Howard Steamboat Museum was restored and repurposed to fund the financial operations of the museum. The museum, buildings and its campus are preserved to tell the story of the Howard family and their influence on their western river system. The Director of the Carriage House is responsible for developing, monitoring, promotion of events, grounds and employees. The director will act as the point of contact to the President of the Board of Directors.

Essential Duties and Responsibilities include the following: (other duties may also be assigned)
Plan, organize and coordinate events at the Carriage House. Prepare contracts for bookings. Schedule events, time schedules and collect licensing and insurance for each vendor/contractor; Process and track contracts and fee payments.

Facilitate rentals of the venue; contact with clients, vendors and other service providers. Serve as guest services manager/hostess for event. Ensure that facility is maintained and cleaned properly during and after each event/rental. Processing/finalizing paperwork and damage deposits.

Delegate work assignments for event staff and volunteers: provide training as needed. Review and verify accuracy of time sheets; provide regular performance feedback to staff and volunteers as needed. Make recommendations for hiring new people to the Board.

Determine equipment, material and facility requirements for events and ensure timely availability of such resources. Prepare site layouts. Request/purchase supplies as needed.

Meet with contacts in local government, Business associations, tourism, neighborhood associations and etc. to promote the whole campus.

Keeping appointments and respond to customers in a timely manner either by email or phone

Input ideas for social media and the campus website.

Ad Hoc duties:

- Attend meetings as requested
- Work in a teamwork environment with the Board President, Board, HSM Director and other contractors to promote the whole campus.
- Develop and maintain a budget for Board approval each year due by October
- Regularly inspect buildings, grounds and artifacts to determine maintenance needs and report to the President of the Board.

Competencies: To perform the Job successfully, an individual should demonstrate the following competencies:

Planning/organizing – Prioritize and plan work activities; Use time efficiently; Plan for additional resources; Set goals and objectives; Organize or schedule other people and their tasks; Develop realistic action plans.

Communications – Speak clearly and persuasively in positive or negative situations; Communicate effectively customers, employees, vendors, officials and members of the public. Writes clear and informative reports, memos, letters and related business documents. Develops and maintains positive public relations with emphasis on customer service.

Delegation – Delegate work assignments; Match the responsibility to the person; Set expectations and monitor delegated activities. Provide regular performance feedback and foster quality focus in others.

Cost Consciousness – Work within approved budget; Develop and implement cost savings measures; Conserve resources.

Problem Solving – Identify and resolve problems in a timely manner; Gather and analyze information skillfully; Develop alternate solutions; Use reason when dealing with a variety of topics.

Safety and Security- Observe OSHA safety and security procedures; Determine appropriate action beyond guidelines; Report and correct potentially unsafe conditions; Use equipment and materials properly. Train staff in appropriate safety and security procedures.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Requires a minimum of some college classes in events planning, marketing, communications or closely related field and a minimum of 5 years' experience in planning including working with volunteer workforce. The equivalent combination of education, experience skills and knowledge may be considered.

Computer Skills

To perform this job successfully, an individual should have thorough knowledge of Gmail email; Excel, Word and PowerPoint software; and other systems as necessary.

Certificates, Licenses, Registrations – maintain a valid driver's license

Other Skills and Abilities:

Operation of common office equipment, telephone, PC, calculator, copy machines, printers, etc.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing this work, the employee requires the ability to regularly stand; frequently required to sit or walk and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch or crawl. Position requires the ability to frequently lift/move up to 25 lbs. and occasionally lift/move up to 100 lbs.