

Job Description

Boldman House Museum Manager

Part-Time Non-exempt, Hourly Position

Salary Range \$14 - \$16 per hour depending on qualifications

44 hours paid vacation per year

The Dayton Historical Depot Society Boldman House Museum (BHM) Manager is a part-time position, approximately 15 - 22 hours per week plus additional hours during special events. Regularly scheduled hours at the Boldman House are Wednesday through Saturday 11:00-4:00 May through September, and Thursday through Saturday 11:00 pm - 2:00 p.m. October through April. "Work day" is currently scheduled on Wednesday mornings from 9:00 am – 11:00 a.m. The Manager will also act as the director/secretary at the Boldman House Committee meeting the first Wednesday of each month and assist in note-taking at the Depot Board meetings on the third Wednesday of each month at 4:00 p.m. October through April the BHM manager will be available, if needed, to assist the Depot Museum Director at the Depot, Wednesdays 1:00 pm – 4:00 p.m. and at any special event throughout the year that the Depot Museum Director requests.

Current special events are: Dayton Days, Saturday of Memorial Day Weekend; Art/Quilts in the Garden, last Saturday of June or first Saturday of July; Yoga in the Garden, Thursdays at 6:00 p.m. July and August; Historic Home Tours, first Saturday of October; Christmas Kick-Off, Friday and Saturday after Thanksgiving. In addition, the Manager will assist at Evening at the Depot, the first Saturday of August, and any other special event that is required. BMH Manager may also suggest new special event ideas that must be approved by the Boldman House Committee prior to implementation.

Required Skills and Abilities:

- Maintaining a calm, polite, professional attitude when dealing with visitors, volunteers, and other professionals

- Strong interpersonal and oral/written communication skills mandatory, including speaking before small and large groups

- Proficient in Microsoft Office

- Self-motivated, team player

- Strong organizational skills that allow prioritization of responsibilities

- Marketing and social media experience, ability to maintain web site

Responsibilities:

Docent: With training by the Boldman House Committee, the Manager will conduct visitor tours of the Boldman House Museum and Garden during operating hours. This will require learning the Boldman biography and Dayton history. Tours will need to be tailored appropriately for each age group.

Event Organizer: The Manager will create and further develop events at the Museum. This includes developing activities associated with the event, organizing the various activities, recruiting volunteers to assist with the event, and all of the marketing and public relations associated with it.

Curator: The Manager will develop a familiarity with the Boldman House collection. With training by the Boldman House Committee, the Manager will maintain and develop the museum database working towards the goal of accessioning all items in the collection. The Manager will assist in the display of clothing and small changing exhibits (including decorating for Christmas) and the management techniques of the museum collection. The Manager will also assist with providing

the Depot with Boldman House artifacts to use in the Depot's exhibits.

Boldman Committee Director: The Manager will create agendas, take minutes, and run the Boldman Museum Committee meetings at 9:00 a.m. on the first Wednesday of each month. The Manager will also assign and supervise tasks during the weekly "work day."

Public Relations: The Manager will work directly with the Boldman House Committee to develop and implement marketing and outreach programs for the Boldman House Museum and grounds and will give talks to outside school or civic groups. The Manager will supervise and help to decorate a float for Dayton Days and Christmas Kick-Off parades, walk with or ride on the float during the parade in period costume, and accompany the car from 9:00 – 10:45 a.m. during All Wheels Weekend.

Written Reports: The Manager will write reports including but not limited to, the annual report, bi-annual articles for the Dayton Historical Depot Society's newsletter, and meeting minutes.

Building and Grounds Maintenance: The Manager will coordinate care of the building, yard and Heirloom garden with the Boldman Committee, volunteers, part-time paid staff, and/or paid maintenance professionals within budget guidelines. This includes lawn mowing and spraying of the garden with deer repellent on a weekly/biweekly basis, monitoring for pests and spraying with organic pesticide as needed, helping out in the garden throughout the growing season, hauling away garden waste if needed, and raking and removing leaves before Thanksgiving. The BHM Manager may negotiate performing some of these duties for additional hourly pay at the same rate if desired.

Janitorial Responsibilities: The Manager will complete light housekeeping at the Museum to include but not limited to dusting furniture once per month, sweeping the porches weekly, blowing off the sidewalks, shoveling snow from the sidewalks, sweeping the street gutter, taking out the garbage, and washing and folding booties when needed.

Appropriate attire is required. A costume to be worn while working at the Boldman House Museum will be provided after the training period.

The BHM Manager will communicate directly with the Depot Museum Director regarding all scheduling and payroll activities.

Other duties as assigned.