

Owosso Historical Commission (OHC)

Executive Director (ED) Position Description

GENERAL STATEMENT OF RESPONSIBILITIES:

Fee for service (1099) position with the City of Owosso.

The ED is required to fulfill the position description requirements included in this document.

The ED will lead the fulfillment of OHC's vision, mission, strategic objectives, and financial objectives.

The ED will be present and working at the Gould House, Curwood Castle or elsewhere as agreed upon between the ED and the functional supervisor.

The ED will attend the City Manager's staff meeting upon request of the City Manager.

The ED will not attend meetings away from Owosso without approval by the ED's functional supervisor.

FUNCTIONAL AND ADMINISTRATIVE SUPERVISION:

The functional supervisor will be the OHC Chair or a designee of the OHC Chair.

The administrative supervisor will be the Owosso City Manager.

EXAMPLES OF DAILY ACTIVITIES ("A DAY IN THE LIFE" OF THE ED):

- Serve as the "tone-setter" and "culture creator and sustainer" for the OHC.
- Constantly represent the positive attributes of the OHC museums, capabilities, history, and plans and assure that OHC paid staff, volunteers, suppliers, and other stakeholders do likewise.
- Work closely with the functional supervisor, the OHC, volunteers, and suppliers to develop and implement OHC's short-term and long-term strategic objectives and work plans.
- Plan and manage the financial affairs and financial performance of the OHC in accordance with OHC's monthly and annual budgeting goals; this includes increasing OHC's revenues while reducing expenses.
- Be constantly aware of, and be able to communicate, the status of OHC's monthly and annual financial goals, and adhere to proper financial procedures and accountability as required by OHC; monthly and ad-hoc reporting of OHC financial performance to the OHC will be required.
- Direct and manage the day-to-day operations & maintenance of the OHC museums, including OHC's operating equipment, site appearance, and security. The ED is not expected or required to do maintenance work; the City of Owosso employees or contractors will do the maintenance work. The ED's role will be to coordinate the work and be accountable to get the work done according to a timetable set by the functional supervisor and the OHC.
- Conduct and/or participate in tours and presentations as appropriate and as requested by the OHC or the Owosso City Manager.
- Develop and implement operating policies that ensure that the museums are operating in the most efficient manner possible. Develop performance indicators and results measurements to track and report efficiency.

- Deal with short-term and long-term issues daily, putting all issues in context, priority, and severity while resolving them effectively. A prioritized issues list is expected to be created and maintained.
- Develop the agenda, and create meeting packets for OHC meetings in collaboration with the functional supervisor; the OHC Chair will conduct the meetings. This does not apply to OHC committee meetings.
- Conduct volunteer and other meetings in conjunction with and as directed by the functional supervisor; be able to lead and/or support these meetings and activities as each situation dictates and/or requires. Also, assure that these meetings are conducted to the professional standard set in collaboration with the functional supervisor.
- Provide leadership and opportunities for OHC to be exposed to new trends and ideas in the museum management industry.
- Ensure the communication, application, and compliance associated with OHC's adopted policies and procedures regarding museum operating hours, visitor safety, comfort, accessibility, and all other OHC approved policies and procedures are being continuously adhered to.
- Have knowledge of all daily activities being conducted at OHC museums by meeting with the lead docent and others as required each week.

EXAMPLES OF LONGER-TERM ACTIVITIES (MONTHLY OR LONGER):

- Lead and actively participate in all OHC growth and capability development activities including: volunteer recruitment and selection, fund generation activities, and other related events held and conducted by the OHC.
- Actively support the OHC non-profit arm, Castle City Museums, in its initiatives and activities, including grant applications, capital campaigns and other fund acquisition activities.
- Provide creative vision and leadership for all OHC programs that are in "implementation mode" including exhibits, research, educational activities, and others as appropriate and/or as directed by the functional supervisor.
- Facilitate and forge mutually beneficial alliances with other regional historical organizations. The OHC expects the ED to lead collaboration and cooperation with these organizations. This is based on the concept that a summary result will be greater than the individual organizations can achieve on their own. The OHC vision is to establish a rich culture of historical appreciation throughout the region.
- Have knowledge and familiarity with all upcoming OHC onsite activities including facility usage and special events.
- Participate in occasional weekend events as requested by the functional supervisor who will present the OHC requests to the ED.
- Provide leadership and encouragement for OHC's continued and expanded use of innovative and engaging communications, onsite displays, presentation decks and other marketing collateral. Also, have and be able to communicate specific interpretations of OHC capacity and capabilities as required.
- Support educational programs as determined by the functional supervisor and the OHC.

ADDITIONAL REQUIRED QUALIFICATIONS:

- Excellent computer, communication, public speaking, and writing skills.

- Ability and desire to assist in the pursuit of investments and onsite revenue generation.
- Knowledge of the museum industry; must be able to connect with and build cordial and mutually satisfying relationships with a broad variety of individuals, companies, and industries involved in museum curation.
- Ability to inspire, lead and manage paid staff, volunteers, and suppliers.
- Ability to work closely and effectively with the functional supervisor, OHC, City Manager, direct report staff members, and volunteers.
- Ability to develop and implement long-range plans, though the role has a daily/monthly focus.