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**Feather River Rail Society
Position Description and Duties
Museum Manager, FRRS**

Position Description:

The Museum Manager is responsible for many of the day to day activities of the Feather River Rail Society. The position reports directly to the President and must work diligently to carry out the directives and further the goals established by the Board of Directors. Monthly attendance at regularly scheduled Board meetings is a requirement and absence from same must be approved by the President or duly designated representative in advance.

The Museum Manager has the authority to act on behalf of the Board under these guidelines. He/She will be responsible for cooperative working relationships with department heads within the organization and has the responsibility of acting on their behalf, and in the best interest of the organization, in their absence or in case of emergency. Excellent communication and team building skills are a must.

This position has the responsibility of reporting all appropriate correspondence and contact received on behalf of the organization to the President in a timely manner. It will also be key to fostering relationships with local community entities and citizens through dissemination of information and public relations. Best judgment skills apply.

The Museum Manager will also be responsible for the knowledge and proper application of all financial policies of the Feather River Rail Society and will be required to interact with the organization's Treasurer, Bookkeeper, and President regarding same. A basic understanding of bookkeeping and/or generally accepted accounting practices is helpful.

Knowledge of general business practices and record keeping, supervisory experience, customer service skills, and the ability to work with volunteer staff is required. As the successful candidate will often be the front line contact with the public, a clean and neat appearance is necessary, unless daily job duties dictate otherwise.

Other duties and responsibilities as assigned by the President or the Board require that the Museum Manager maintain a degree of flexibility and willingness to accept other tasks as assigned and/or recommended.

Position Duties:

Daily:

- Assure that appropriate gates and doors are unlocked and open during normal business hours.
- Conduct a daily security check of the grounds to identify/correct any safety concerns and insure the security of the Society's equipment and facilities.
- Clean and restock all restrooms.
- Clean and maintain east end entrance to the museum.
- Clean and manage Display Room, displays in Beanery/Gift Shop and at other locations throughout the facility.

- Raise and lower American Flag on east end of building.
- Answer phone calls and forward/respond as needed. Check answering machine and forward/respond to messages as needed.
- Pick up and distribute mail.
- Operate and manage museum gift shop in such a way as to maximize revenue. Develop and manage on-line store including marketing of same.
- Inspect and sign for incoming shipments.
- Greet visitors, conduct tours, answer questions, etc.
- Coordinate available volunteers and maintain log of volunteer hours.
- Handle sales of train ride tickets.
- Direct operations, restorations and maintenance to building and grounds and other operating equipment *in the absence of department heads or in case of emergency.*
- Schedule RAL reservations (Not responsible for actual operation of RAL program).
- Collect all invoices and process according to Society policy.
- Collect, record and deposit receipts from donation boxes.
- Record a daily log of activities around the museum. Summary to be distributed to the Board of Directors and department heads at intervals to be determined.
- Close down the museum and secure all locks and gates at closing each day after performing final security check.
- Make daily bank deposits as necessary.
- Other duties and responsibilities as advised by the President and/or the Board of Directors.

Weekly:

- Inventory and/or purchase needed supplies used at the facility.
- Coordinate delivery of lunches for volunteers on weekends.
- Maintain the Office Car in a neat and orderly condition.
- Other duties and responsibilities as advised by the President and/or the Board of Directors.

Monthly:

- Tally volunteer work reports and prepare monthly reports to the FRRS Board of Directors.
- Prepare monthly report for Board of Directors meeting. With their consent, stand in for department heads absent from Board meetings.
- Prepare bi-monthly news column for Society newsletter.
- Preparation of information pertinent to press releases and nationally recognized publications under the guidance of the Advertising Director and/or President.
- Other duties and responsibilities as advised by the President and/or the Board of Directors.

As Needed:

- Basic facilities maintenance as directed by the Facilities Manager, including, but not limited to small painting projects, improving signage and displays, and minor repairs and cleaning as skills and experience dictate, and on a time available basis.
- Handle sales of excursion reservations and other advanced ticket sales.
- Maintain inventory of keys to facilities subject to the instructions and guidelines of the Facilities Manager.
- Other duties and responsibilities as advised by the President and/or the Board of Directors.

Specific Terms of employment agreement.

Position salary: \$30,000.00 per year. Position is not subject to overtime or compensatory time off. Employee will be entitled to eight weeks paid leave, which is not to be scheduled during the Museum's operating season (Memorial Day through Labor Day).

The Society will be responsible for Federal, State and Local withholdings, workman's compensation insurance, and any other withholdings as required by law. Salary to be paid in bi-monthly installments.

Time to be used at the Museum Manager's discretion in accordance with the desires of the Society's Board of Directors. All hours would be recorded on a time sheet in compliance with applicable State and Federal Labor Law.

Contract period shall be for one year, dissolved upon 30 days written notice by either party or immediately upon felony conviction of employee. Termination pay limited to actual time worked.

Contract shall be renewable at the discretion of both parties contingent upon available funding.

The Society will allow temporary lodging and storage for employee for up to eight weeks as part of employee's initial relocation.

Society volunteers shall tend to any emergencies during the Museum Manager's absence.