

Nicodemus Historical Society

Executive Director Job Description

The Executive Director position will included working with Angela Bates-Tompkins for a training period for at least two months or until such time Angela deems that the necessary daily task can be handled by the director. This position requires some but not extensive accounting skills, administrative skills, type/computer skills and public relations skills. The following is a general list of responsibilities and task required to this job:

- o Pick up mail, open and take the appropriate action as to what is required of it.
- o Answer all letters of inquiry, sending appropriate information requested or deem necessary.
- o Answer all phone calls and return messages where individuals have call and ascertain the requirements of the call, taking appropriate steps to satisfy the needs of the call.
- o Coordinate the writing, printing, and distribution of the quarterly newsletter.
- o Maintain membership files.
- o Coordinate with Angela Bates-Tompkins as she deems necessary, on various projects.
- o Coordinate with Angela on projects that relate to the use of archival photos.
- o Coordinate with Angela to access information from the archives or files as necessary.
- o Coordinate with Angela on schedules tours of the museum.
- o Assist in the organization and maintenance of the office files and archival files at the museum/offices.
- o Maintain the cleanliness of the offices and museum, and coordinate the maintenance of the grounds.