

City & Borough of Wrangell

Position Description

Position: Nolan Center Director	Position Number:
Department/Site: Nolan Center	FLSA: Non-exempt
Evaluated by: Borough Manager	Salary Grade: 24

Summary

Under the supervision of the Borough Manager, oversees all Nolan Center facility operations, administration and staff management of Civic Center, Museum, Collections, Gift Shop, Theater and Visitor Center.

Distinguishing Career Features

The Nolan Center Director is responsible for maintaining a record of Wrangell's past for its residents and visitors. The Director must educate the public, prioritize collections, and set goals for the safekeeping and care of Wrangell's historical record. The Director is responsible for performing the managerial and administrative tasks required to support and enhance the day-to-day business operations of the facility. This involves work with agency personnel, meeting planners, members of private industry, event planners, historical scholars and researchers and the general public, both locally and outside of Wrangell. The Director is responsible for overseeing the general condition of the building and making sure that all necessary maintenance is performed.

Essential Duties and Responsibilities

The following list is intended to be a general list of duties and responsibilities, but is certainly not limited to the following:

GENERAL ADMINISTRATION

- Responsible for all phases of administration. Prepares and submits annual budget to the Borough Manager. Monitors expenditures and coordinates with the Borough Manager and the Finance Director for cost control. Responsible for acquisition and expenditures of Nolan Center Department within approved budget. Provides monthly reports to the Borough Manager on operations. Keeps Borough manager informed of critical Nolan Center needs. Coordinates maintenance and capital development of facilities as required. Makes timely deposits from sales. Keeps accurate records of museum visitors and inquiries for statistical purposes. Invoices and collects payments for the rentals of the Civic Center, schedules, plans and supervises functions and events.

MUSEUM & COLLECTIONS

- Oversees all Museum administrative operations. Provides professional care and administration of Museum Collection. Provides Museum services to the general public. Inventories the Collection according to best management practices.
- Evaluates existing and proposed exhibits, schedules and initiates actions necessary to implement changes in interpretive themes. Plans, prepares and installs permanent and temporary exhibits in accordance with generally accepted security, safety, conservation and education standards and ethics.
- Researches local history and makes findings available to the public using appropriate vehicles for transmission. Researches history of each piece of the collection as per professional curatorial practices.
- Provide educational opportunities for the public at large, the Wrangell school system

through special activities, guided museum tours, and other public outreach activities.

- Develops long and short-range program goals consistent with Museum mission and By-Laws. Ensures implementation, planning and evaluation of department programs, activities and facilities.
- Interacts with other museum, history, and anthropology professionals as needed. Attends professional seminars and training as needed within budgetary constraints to keep informed as to current museum trends and issues.
- Keeps accurate records of artifacts on loan or donated from the community through standard museum registration techniques. Evaluates proposed donations and loans for appropriateness for inclusion in the Museum collection. Evaluates acquisitions for condition and stability and provides or seeks appropriate conservation measures as needed. Monitors humidity and temperature for stability or for statistical compilation of data. Prepares annual loan renewals.

THEATER

- Manages all phases of the theater operations.
- Work with Committee to determine moving showings.
- Maintains relationship with booking agent. Responsible for booking movies and reporting requirements.
- Develops and maintains working knowledge of all theater equipment and operations to provide necessary training to employees and volunteers.
- Manages concessions ordering, supplies and sales.
- Works with statewide arts associations to book cultural activities for the theater, taking advantage of groups touring Alaska.

CIVIC CENTER

- Oversees the Civic Center as a whole including, but not limited to, events, booking, billing, and setup. Develop and maintain standard operating procedures for conventions and meetings. Maintain booking calendar. Issue contracts for center leasing and necessary follow-ups and contract closeout. Meet client needs. Create and maintain database of inquirers, associations and potential users to include (all data is the property of the City).
- Perform meeting/convention sales activities including
 - a. Client sales calls
 - b. Preparation of bid proposal packets
 - c. Site tours for prospective clients
 - d. Client follow-ups
 - e. Press releases
- Provides direct marketing through strategically placed advertising designed to attract visitors to the museum and Civic center. Attends sales marketing events to attract conferences and meetings in the Civic Center.

VISITOR CENTER

- Operates Visitor Center with Forest Service. Responsible for maintaining the inventory of city property belonging to the Civic Center (i.e. responding to visitor inquiries, organizing familiarization tours, press releases and calendar of events).

GIFT SHOP

- Manages all aspects of inventory acquisitions (ordering), inventory, tracking, display and sales.

SUPERVISION

- Supervises employees and volunteers in the implementation of department goals and programs through visitor contact, and gift shop administration. Maintains accurate employee records. Oversees staff development. Provides staff evaluations as needed. Ensures staff adheres to the varied procedures of the different facility operations.
- Provide staff and volunteer training in gift shop management, basic accounting and bookkeeping skills, general maintenance, inventory, historical research, public

relations, and appropriate artifact handling procedures. Train staff and volunteers to provide public tours. Provide Wrangell travel information for visitors. Train staff to set-up meetings and conferences, learn audio and video equipment.

TEAMWORK AND COOPERATION

- Works cooperatively with employees, other city departments, external agencies and the general public. Fosters an atmosphere of cooperation and trust between the department and various organizations within the city.

FUNDRAISING

- Prepares and writes grants for supplementary funding for programs or other projects not provided for in the annual budget.

FACILITY MAINTENANCE

- Oversees and schedules building maintenance. Relies on staff from Public Works, Parks and Rec and independent contractors for general maintenance.

Qualifications

▪ Knowledge and Skills

- Must have or be able to learn modern museum management principles. Keep current on museum standards and practices.
- Requires demonstrated leadership ability to coordinate, motivate, develop and evaluate staff resources.
- Requires experience working with word-processing and database software. Requires general accounting experience, inter-personal skills and proficiency with computers, business administration/operating and/or sales.
- Must be friendly and empathetic to facilitate working effectively with people while coordinating activities to accomplish the goals of the James and Elsie Nolan Center.
- Work experience in facility management, convention sales or meeting planning is desirable and may be considered in lieu of other required experiences.
- Requires working knowledge of the facility.
- Requires promotional experience.
- Requires knowledge with kitchen and food processing equipment.
- Requires the skill to organize and set up for functions

▪ Abilities

Ability to work independently. Ability to perform a variety of administrative duties including supervision, delegation, personnel administration, and ability to deal with the public. Ability to perform historical research on regional history and be a reliable source of information. Ability to provide responsible, professional care to the community's collection of artifacts which are housed at the Museum.

Requires the ability to communicate effectively both orally and in written form. Ability to represent the City Department in a professional manner to the Borough Assembly, meeting planners, the general public, scholarly researchers, civic groups and other agencies.

Requires the ability to adapt to changing needs and priorities. Willingness to perform various job related duties as situations require with a strong sense of teamwork. Ability to give direction and make quick decisions.

▪ Physical Abilities

Ability to lift and/or carry 50 pounds. Ability to assist in the set-up and break-down of event venues for all manner of facility functions. Ability to work in an office setting, including sitting for long periods of time. Fine motor abilities to operate office equipment and file and retrieve documents required. Visual acuity to read computer screens, printed information, and accounting documents required. Must be able to carry out conversations over the phone and in person.

- **Education and Experience**

Requires at least two (2) year's office management/administrative experience with emphasis on customer service and supervisory experience. Familiarity in civic facility operations preferred. Knowledge in history, museum studies, or anthropology desired. Skill in event management a plus. Experience in meeting/convention marketing and/or planning also desired. Proficiency in grant writing and grant administration, budget formulation and administration.

- **Licenses and Certificates**

Requires valid Alaska Driver's License and ability to obtain ADEC Food Worker Card within 60 days.

- **Working Conditions**

Most work is performed indoors where minimal safety considerations exist. May work long hours (up to 16 hours a day) indoors, with minimal safety concerns, may work outside in garden area.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.