

DIRECTOR, AUTAUGA COUNTY HERITAGE CENTER
DUTIES AND RESPONSIBILITIES

The Director shall be responsible to the Autauga County Heritage Association (ACHA) President. The Director's duties shall include, but not be limited to, the following areas of responsibility:

General:

- Represent the Autauga County Heritage Association (ACHA) in a professional, helpful manner. Maintain a neat and appropriate appearance.
- Keep the Heritage Center open four (4) days per week (Tuesday through Friday), six hours each day (10:00 am to 4:00 pm each day) and 4 hours on Saturday (10:00 am to 2:00 pm). The days and hours may be changed from time to time as determined by the Board of Directors of the ACHA., however normally the number of weekdays shall not exceed four (4), and the number of hours per day shall not exceed six (6).
- Provide guided tours of the Museum as required.
- Provide directions and assistance to patrons of the Museum archives.
- Provide tourist information and assistance to patrons seeking such information.
- Provide a monthly Museum report and attend regular monthly meetings of the ACHA Board of Directors and quarterly meetings of the ACHA as required.
- Attend meetings of the Museum Committee when requested.
- Act as the Heritage Center Volunteer Coordinator
- Prepare the ACHA newsletter with input from various sources.
- Publicize Heritage Center meetings and Events.

Operations:

- Act as Curator of the Museum by receiving, assembling, and displaying items.
- Maintain accurate inventory of contents of the Heritage Center.
- Take reasonable steps to ensure the security of the Heritage Center and its contents.
- Operate the Heritage Center Office in a business-like manner. Answer the telephone and provide information as required.
- Pick up and dispense mail.
- Handle bulk mailing chores.
- Handle correspondence that is not the responsibility of the ACHA.
- Set up, index and maintain files, particularly those of a historic nature or dealing with the operations of the ACHA. The Museum Committee and the ACHA shall be informed of the location and contents of files.
- Schedule reservations of the Heritage Center and The Little House.
- Purchase cleaning and office supplies for the Heritage Center.

- Perform minor housekeeping chores such as maintaining the orderly appearance of the Heritage Center, including The Little House and grounds (taking out trash, picking up debris, etc.).

Financial:

- Collect monies from sales of items. Keep an accurate record of these sales and inventory of items.
- Check the cash box and take documents to Jackson & Thornton as required.
- Use Museum Past Perfect software to manage all contact information, including accepting and recording member dues/donations, and printing form letters and reports as necessary working closely with the ACHA Membership Chairperson.
- Coordinate with ACHA assigned representative on checks and monies received and invoices for services.

Other

- Perform other duties as assigned.