

HEART'S CONTENT MIZZEN HERITAGE SOCIETY INC.

Job Description Form

Division/Department	Heart's Content Heritage Center
Location	Heart's Content, NL
Job Title	Heritage Center Administrator
Reports to	President – Heart's Content Mizzen Heritage Society

POSITION DEPENDANT ON GOVERNMENT FUNDING

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time / Seasonal <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours – 40 hours/week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The **Heritage Center Administrator** is responsible for providing administrative and clerical services to ensure effective and efficient operation of the **Heart's Content Heritage Center**

SPECIFIC DUTIES

- Day to day operations and cleaning of Heritage Center
- Operate Point of Sale System
- Train Heritage Center staff in exhibit interpretation and history behind the Centre's exhibits and artifacts.
- Provide guided tours to visitors
- Develop and implement policies for the governance and operation of the Heritage Center
- Responsible for daily and weekly reconciliation of all revenue collected at the Heritage Center through admissions, sale of merchandise, and donations
- Make weekly deposits and forward copies to Treasurer
- Prepare time sheets for all staff and forward to Treasurer for payment
- In consultation with the Mizzen Heritage Society's Gift Shop Committee, liaison with local craft persons to supply products on a commission basis for Heritage Center's Gift Shop
- Oversee inventory of products sold at the Heritage Center, maintain consignment items sold and prepare end of season payments
- Prepare monthly report for Heart's Content Mizzen Heritage Society
- Promote the Museum through a variety of social media channels
- Manage the maintenance, security, and public safety of the building and grounds.
- Maintain visitor statistics for annual government reporting
- Assist Mizzen Heritage Society volunteers with special events at the Heritage Center and Arts Center

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EXPERIENCE / EDUCATION REQUIREMENTS	
<ul style="list-style-type: none"> – Studies related to history and/or heritage, or Communications/Public Relations – Strong communication skills and an ability to work with the public are essential – Supervisory Experience 	

REVIEWED BY	<i>Title</i>
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