

# Taylors Falls Historical Society

## Position Description - Folsom House Site Administrator

### Background Information:

The Historic Site Management Agreement provided by the Minnesota Historical Society (MNHS) in October 2021, states the authorized Manager of the agreement is the President of the Taylors Falls Historical Society (TFHS). The Manager is responsible "for the operation, maintenance, interpretation, grounds-keeping, utilities and other expenses of operating the Site, including the hiring, training, and supervision of any staff necessary to fulfill the terms of [the] Agreement. It is hereby expressly understood that any staff, so hired, trained, or supervised, shall be employed by the Manager, not the [MNHS] Society." For the purposes of this job description, the individual hired to operate the Folsom House museum will be referred to as Folsom House Site Administrator (FHC). The TFHS in partnership with the Minnesota Historical Society operates the 1855 W. H. C. Folsom House museum in Taylors Falls, Minnesota.

### Basic Description:

The Folsom House Site Administrator is the primary person responsible for day-to-day operations at the 1855 W. H. C. Folsom House, Taylors Falls, Minnesota. The Site Administrator coordinates with the TFHS Board of Directors (Board) to develop and execute exhibits and programs at the Folsom House museum. The Site Administrator schedules tours and events, ensures scheduled volunteers are at the site, creates site programming including special events and tour groups. The Site Administrator performs other duties as assigned by the Board.

This is a half time position with variable hours.

### Reports to:

The Taylors Falls Historical Society Board of Directors.

### Responsibilities:

1. Visitor Experience
  - a. Assists in providing service to visitors.
  - b. Is on site during open operating hours, unless for board-approved absences.
  - c. Recruits, trains, and supervises tour guides to tell the Folsom family story.
  - d. Ensures interpretive information and scripts are based on material researched by MNHS and TFHS.
  - e. Receives Board approval before any changes to the Folsom family story are implemented.
  - f. Serves as liaison with tour groups.
  - g. Collects entrance fees; coordinates sale of items at the museum; accepts MNHS memberships and submits promptly to MNHS.
  - h. Plans exhibits, programs and events for the next season during offseason that are accurate, interesting, and well-written.
  - i. Coordinates all activities at the museum, including the November Lighting Festival and Wannigan Days.

2. Communication
  - a. **Attends monthly Board meetings with monthly updates.**
  - b. Ensures monthly reports to Board include tour attendance, revenue, maintenance issues, activities and events.
  - c. Seeks approval from the Board before making any expenditures greater than \$100.00.
  - d. Notifies Board of opportunities related to building and maintaining positive community relations.
  - e. Provides upcoming seasonal events calendar to the Board by the March board meeting each year.
  - f. Provides monthly updates to MNHS, including receipts, attendance, and physical conditions.
  
3. Personnel
  - a. Schedules tour guides for regular tour hours, special events and group tours as needed.
  - b. Communicates policies and information from the Board to tour guides, and ensures they are implemented.
  - c. Trains tour guides on emergency procedures.
  - d. Serves as contact for prospective and existing tour guides and volunteers.
  - e. Ensures tour guides provide positive contacts with visitors.
  
4. Indoor and Outdoor maintenance
  - a. Maintains artifacts within the museum according to MNHS' *"Collections Management, Procedures Handbook, Historic Sites and Museums, 2019."*
  - b. Communicates maintenance needs to the Board.
  - c. Is responsible for all basic custodial needs of the site.
  - d. Serves as first contact for on-site security.
  
6. Marketing Responsibilities
  - a. Monitors and updates online and print promotional material.
  - b. Works with the Board to ensure publicity opportunities are pursued.

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