

Frazier Farmstead Museum Director

The board of the Frazier Farmstead Museum and the Milton-Freewater Historical Society are now accepting applications for the director position at the Frazier Farmstead. Applications should be sent to: **Attention Frazier Farmstead Museum Search Committee** at either: **frazier1868@gmail.com** or **PO BOX 764, Milton-Freewater, OR 97862.**

The Frazier house is located at 1403 S.E. Chestnut Street. The "Farmstead" is located on 6 acres and consists of a three story turn of the century house, a barn and out buildings. The mission of the Milton-Freewater Area Historical Society shall be to organize, collect, protect, educate and make available to the public the history and artifacts of the individual pioneers involved in founding and development of the community of Milton-Freewater and the Walla Walla Valley. The board is seeking an energetic person interested in the preservation, promotion and management of the Farmstead estate. Museum is open April 1 to mid-December on Thursday, Friday and Saturdays from 11AM to 4PM (plus some arranged appointments). Winter months are used for maintenance, collection organization and special projects. This is a part time position of approximately 20 hours per week.

Applications need to consist of a one page introduction letter that includes background and explanation of interest in the museum position, a resume and employment application all sent via email or hard copy to either address stated above.

The Museum Director is the curator of Frazier Farmstead. The Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. Program development and administration duties include the following.

The Museum Director will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors, and carry out plans and policies directed by the board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.
4. Catalog donations, maintain official records, documents, and ensure compliance with federal, state and local regulations. Maintain a working knowledge of significant developments and trend in the field.
5. Director will be responsible for the open hours of the museum.

In communications, the Museum Director will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it. Maintain a calendar of museum activities and commitments.
2. Publicize the activities of the organization, its programs and goals. This includes developing a newsletter and distributing it via email and/or standard mail. Manage the museum Facebook page, social media and direct/manage internet site and documents.

3. Maintain and establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the museum to agencies, organizations, and the general public.

In relations with volunteers, the Director will:

1. Be responsible for the recruitment of volunteers.
2. Encourage volunteer development and do volunteer trainings.
3. Maintain a climate which attracts, keeps, and motivates a diverse group of volunteers.

In budget and finance, the Museum Director will:

1. Be responsible for developing and maintaining sound financial practices. Will use a computer based program to track museum expenses and prepare reports.
2. Work with the treasurer, the accountant, and the board in preparing a budget; see that the organization operates within budget guidelines.
3. Ensure that adequate funds are available to permit the organization to carry out its work.
4. Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.