

# Doniphan Neighborhood Assistance Program, Inc

101 Washington Street  
Doniphan, MO 63935

## JOB DESCRIPTION

Title: Tourism Director/Museum Curator

Reporting To: DNAP President and Board of Directors

Office: Museum Front Office

Hours: 30 Hours per week, between 9:00 a.m. to 4:00 p.m. Monday-Friday with Hour out for Lunch; Plus DNAP Board Meetings, occasional weekend project times not to exceed 35 hours per week..

Salary: \$9.00 per hour; no additional benefits. 90 day probation period. After probation, Sick leave accumulates at 4 hours per month and vacation accumulates at 4 hours per month for 1st year and 6 hours per month for 2+ year.

Staff: Volunteers

## Job Description

### 1. DNAP Liaison Activities

Conduct weekly briefings of and consultations with the President, Treasurer and other officers.

Attend all DNAP Board Meetings, take minutes and send out meeting notices.

Attend City Council Meetings Upon Request and when DNAP issues are on agenda.

Prepare, in consultation with President and Treasurer, the Annual Tourism Tax Budget Proposal for Approval by DNAP Budget Committee and City.

Process pay requests and warrants for project payments with DNAP Treasurer and City Hall.

Regularly Inspect all DNAP facilities and supervise cleaning and maintenance needs. Be contact person for tenants of 103 Washington rental storefront. Answer and deal with after hour

calls. (i.e. alarms, damages, power outages, etc.)

Schedule Community Center Usage and collect and forward rent to Treasurer.

## **2. Museum Operations and Programs:**

Make sure that the Museum is open to the public for all regular posted hours staffed by volunteer staff or be present at Museum to receive visitors. Recruit and train volunteers.

Coordinate with Gift Shop Managers and fill in when no volunteer available.

Establish and Maintain communications database (phone/e-mail) of interested persons, volunteers and staff.

Establish and create at least one special museum exhibit program relevant to the community to coincide with other local civic events around July 4th or Labor Day holidays.

Plan a Public Relations Campaign specifically for Museum, including regular newspaper articles and radio public service ads. Coordinate with Chamber tourism advertising and promotions and with Historical Society newsletter to produce monthly online newsletter to persons in communications database.

Monitor day to day operations in Museum, and make periodic changes in displays. Accept artifacts and deaccession artifacts in accordance with Board Policy on Accessions.

Establish annual Museum specific fund raising programs seeking to raise \$3,000.00+ during fiscal year.

Seek out grants available for Museum purposes from State and Federal agencies and present likely grant programs to DNAP Board for approval and funding.

## **3. Heritage Homestead Operations and Programs**

Regularly inspect buildings and contents and perform light maintenance. Report major repairs needed to DNAP Board for budget allocation.

Plan and hold at least one event per year at the Heritage Homestead site which highlights the history of the area and/or life in rural Ripley County during the 1800's and which includes music, food, crafts and outdoor events. (e.g. Civil War Days in April)

Schedule Use of Heritage Homestead Buildings by Outside Groups and collect fees.

## **4. General Tourism Promotions**

Plan a Public Relations Campaign for Tourism in Ripley County which includes Mail and e-mail distribution of maps, brochures, and pamphlets. Price paid advertising in selected tourism

publications and magazines for possible funding with Board approval. Revise, update and design new brochures, maps and pamphlets every year and circulate locally, by mail and on Web page.

Regularly update the DNAP Web Site.

Coordinate with Missouri Tourism and other Tourism Promotion organizations and attend, within budget limits, state and regional meetings thereof.