

# Williams Park Farm Human Resources Plan



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HIST-6301 Administration of Museums and Historic Sites  
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## Executive Summary

### Williams Farm Park at Avemore Village

The Williams Park Farm located in Villa Rica consists of a circa 1891 farmhouse, a barn, a collection of agricultural outbuildings, three historic gardens (one formal garden, one rock garden, and a wooded garden), a Civilian Conservation Camp (CCC) site, and two archaeological home sites. In March of 2005, the Williams Park Farm was listed on the National Register of Historic Places. This historic site helps tell the story of agriculture and rural life in Carroll County and the West Georgia Piedmont. We are proposing that the focus of this human resources plan be on the historic farmhouse and the gardens on the property. Within the historic farmhouse, we would have a place for small exhibits detailing the history of agriculture in the area and the history of the CCC site.

We advise that the historic sites be open from April through September, with specific staff and volunteers being year-round positions. The gardens would be open year-round for self-guided tours along with openings for special events such as a Christmas event each December. When the site is open to the public during the summer, the operating hours would be Thursday through Saturday, 10:00 AM to 4:00 PM. We are assuming there is a working board. We also know that volunteers are key to this plan so we recommend recruitment be from the surrounding community including high school and college students.

For the Williams Park Farm, we propose three different budget levels for staffing. One at \$50,000 per year, one at \$100,000 per year, and another at \$150,000 per year. At the level of \$50,000, we would advise at this time not to keep animals on the property full-time. At the other two levels, we feel it would be possible.

For the \$50,000 annual staffing budget, we propose the following:

Staff Members:

- Site Supervisor (\$30,000-Full-time with benefits)
- Bookkeeper/Administrative Assistant (\$20,000-Part-time with no benefits)
- Docent Volunteers
- General Volunteers (Marketing, Exhibits, Events, Education, Security/Maintenance, Groundskeeper, Floater)

For the \$100,000 annual staffing budget, we propose the following:

Staff Members

- Site Supervisor (\$50,000-Full-time with benefits)
- Bookkeeper/Administrative Assistant (\$25,000-Part-time with no benefits)
- Security Coordinator and Weekend Manager (\$16,000-Part-time with no benefits)
- Exhibit Designer (\$6000-Full-time Summer internship)
- Historic Site Educator (\$3000-Full-time Summer GRA)
- Docent Volunteers
- General Volunteers (Marketing, Exhibits, Education, Events, Security/Maintenance, Groundskeeper, Floater)

For the \$150,000 annual staffing budget, we propose the following:

Staff Members:

- Site Supervisor (\$50,000-Full-Time with benefits)
- Bookkeeper/Administrative Assistant (\$30,000-Full-time with benefits)
- Security/Maintenance Coordinator and Weekend Manager (\$29,000-Full-time with benefits)
- Interpreter (\$29,000-Full-time with benefits)
- Exhibit Designer (\$6000-Full-time Summer internship)
- Historic Site Educator (\$6000-Full-time Summer internship)
- Docent Volunteers
- General Volunteers (Marketing, Exhibits, Education, Events, Security/Maintenance, Groundskeeper, Floater)

## \$50,000 Annual Staffing Plan

Title:

### **Site Supervisor**

Qualifications:

- Master's degree, preferably in museum studies, public history, history, or related field;
- Excellent written and verbal communication skills, with attention to detail;
- Highly self-motivated and willing to supervise a diverse team of staff, volunteers, and interns;
- Proficiency in Microsoft Office and related software;
- 6+ months experience in leadership or supervisor roles, preferably in museums or historic sites.

Job Description:

The Site Supervisor has the overall responsibility to carry out the organization's mission and policies established by the Board, including the financial, educational, collections, and operations (including security and maintenance) management of the organization. The essential functions of this job include:

#### *Strategic Leadership:*

- With the Board of Directors, establish a clear vision for the organization;
- Assist the Board of Directors in long-range strategic planning and implementation of those plans;
- Provide both support and leadership to the Board of Directors;
- Serve as the liaison between the Board of Directors and staff.

#### *Human Resources & Administration:*

- Hire, train and supervise all volunteers, including scheduling and annual work goals;
- Manage the visitor experience before and during their visit;
- In conjunction with the Executive Committee, evaluate staff (other than the Site Supervisor); set performance standards; create annual goals; conduct annual staff evaluations; maintain personnel records.

#### *Community Relations:*

- Represent the Williams Farm Park and advocate its mission to external stakeholders and audiences including community organizations, schools, government at all levels, and the historic site and nonprofit communities;
- Maintain positive relationships with the City of Villa Rica and surrounding communities;
- Supervises volunteers in establishing and implementing a marketing/communications plan that supports the Williams Farm Park's brand and reputation including website content, social media accounts, media relations, and printed materials.

- Work with the Avemore Village for the continuing maintenance and repair of the historic site-building;
- Maintain the historic site calendar and coordinate all programming and events with historic site volunteers and interns.

*Board & Volunteer Relations:*

- Involve board members in decisions that affect the future of Williams Farm Park;
- Assist the Board with identifying community members who may be appropriate for board service and support their recruitment and orientation to the organization;
- Participate in Board meetings by working with the Executive Committee to create agendas, prepare staff reports for the meetings, and attend meetings of the Board and committees;
- Recruit volunteers for appropriate positions within the organization;
- Supervises security, marketing, maintenance, and all other volunteers.

*Exhibitions, Collections, and Education:*

- Create and maintain standards of excellence for all collections, exhibitions, and education efforts of the historic site;
- Oversee the proper care of the collections;
- Oversee exhibitions to support the mission of the organization to attract audiences, donors, and sponsors;
- Oversee educational programming;
- Supervises troubleshooting for repairs and maintenance of historic site vehicles and for building systems such as air conditioning, heating, lighting, security, fire protection.

Annual Salary: \$35,000; Full-time employment with benefits

Scheduling: Monday through Friday; 9:00 AM - 5:00 PM with special hours as needed (Year-round)

Title:

**Bookkeeper/Administrative Assistant**

Qualifications:

- 2+ years of related experience; with a basic understanding of all tasks to serve as a backup to the team;
- Advanced Excel skills including pivot tables and v-lookups;
- Ability to work independently;
- Strong analytical, organizational, verbal, and communications skills;
- Proficiency in Microsoft Office applications and accounting software such as Quickbooks.

Job Description/Skills:

The bookkeeper assists the Site Supervisor in ensuring the most effective financial management and recordation of Museum operations. The essential functions of this job include:

- With the Finance Committee, the Site Supervisor will propose an annual budget for the Board's adoption;
- Prepare monthly financial reports to the Board of Directors;
- Manage all accounts payable and receivable;
- Support the Board's fundraising efforts and special events;
- Develop and sustain relationships with members and donors;
- In partnership with staff, prepare grant applications and manage grant projects.
- Maintain excellent donor records and stewardship of all donations made to the organization;
- Performs related duties as required.

Annual Salary/Wages: \$15,000; Part-time employment with no benefits at this time

Scheduling: Tuesday through Thursday; 9:00 AM to 3:00 PM (Year-round)

Title:

**Docent Volunteers (six to ten positions available)**

Qualifications:

- Able to communicate effectively and comfortably with a diverse group of people;
- Excellent customer service skills, friendly and highly-motivated;
- Dependable and professional, able to work independently and on a team;
- Completed volunteer application and background check, able to attend a Docent Volunteer orientation;
- Commitment to working 3 hours per week or 12-15 hours per month.

Job Description/Skills Required:

Docent volunteers are essential to the success of the Williams Farm Park. We are looking for highly motivated individuals who are interested in sharing local history and the history of the Williams Farm. The essential functions of this job include:

- Working effectively with the Site Supervisor to facilitate tours and programs throughout the summer (occasionally in the off-season);
- Participate and assist in the execution of historic site events;
- Greet guests courteously and professionally;
- Answer phones as needed, transferring calls to appropriate staff members;
- Maintain a professional and tidy front desk area;
- Provide courteous and professional crowd control as needed;
- Performs related duties as required.

Scheduling: Thursday, Friday, and Saturday; 3-hour shifts, 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM

Title:

**Volunteers (General)**

Qualifications:

- Completed volunteer application and background check;
- Great communication skills and ability to work on a team;
- Commitment to work 2-4 hours per week or 10-12 hours per month;
- Able to attend a volunteer orientation;
- For teenage applicants (15-17): at least two references and written permission from parents or guardians.

Job Description/Skills Required:

The Williams Farm Park is offering a wide variety of volunteer opportunities and looking for individuals able to regularly commit a few hours per week or month to the park.

Opportunities:

- Marketing: Assist with maintaining social media accounts and creating content to advertise the Williams Farm Park events and activities (Summer, special events in off-season, one position available) (Scheduling: Tuesday; 10:00 AM -12:00 PM)
- Exhibits: Assist with the creation and installation of exhibitions at the Williams Farm Park museum (two available positions) (Scheduling: Monday, Tuesday, and Wednesday; 3-4 hours per week, as needed)
- Events: Assist with events throughout the summer (available positions varies by event) (Scheduling: as needed)
- Education: Assist with school-based events and programs (April-September, two positions available) (Scheduling: Thursday, Friday, and Saturdays; 3-hour shifts, 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM)
- Security/Maintenance: Assist the Security/Maintenance Supervisor with basic facility maintenance and security operations (experience in security/maintenance preferred, year-round opportunity, two to six security positions available, two maintenance positions available) (Scheduling: Thursday, Friday, and Saturday; 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Groundskeeper: Assist the Security/Maintenance Supervisor with basic groundskeeping duties around the farm, including the formal garden, rock garden, and wooded gardens (year-round opportunity, one to two positions available) (Scheduling: Thursday, Friday, and Saturday; 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Floater: Assist with projects as needed (positions vary by need) (Scheduling: as needed)

## \$100,000 Annual Staffing Plan

Title:

### **Site Supervisor**

Qualifications:

- Master's degree, preferably in museum studies, public history, history, or related field;
- Excellent written and verbal communication skills, with attention to detail;
- Highly self-motivated and willing to supervise a diverse team of staff, volunteers, and interns;
- Proficiency in Microsoft Office and related software;
- 6+ months experience in leadership or supervisor roles, preferably in museums or historic sites.

Job Description:

The Site Supervisor has the overall responsibility to carry out the organization's mission and policies established by the Board, including the financial, educational, collections, and operations (including security and maintenance) management of the organization. The essential functions of this job include:

#### *Strategic Leadership:*

- With the Board of Directors, establish a clear vision for the organization;
- Assist the Board of Directors in long-range strategic planning and implementation of those plans;
- Provide both support and leadership to the Board of Directors;
- Serve as the liaison between the Board of Directors and staff.

#### *Human Resources & Administration:*

- Hire, train and supervise all staff and volunteers including scheduling and annual work goals;
- Manage the visitor experience before and during their visit;
- In conjunction with the Executive Committee, evaluate staff (other than the Site Supervisor); set performance standards; create annual goals; conduct annual staff evaluations; maintain personnel records.

#### *Community Relations:*

- Represent the Williams Farm Park and advocate its mission to external stakeholders and audiences including community organizations, schools, government at all levels, and the museum and nonprofit communities;
- Maintain positive relationships with the City of Villa Rica and surrounding communities;
- Supervises volunteers in establishing and implementing a marketing/communications plan that supports the Williams Farm Park's brand and reputation, including website content, social media accounts, media relations, and printed materials;



- Work with the Avemore Village for the continuing maintenance and repair of the museum building;
- Maintain the historic site calendar and coordinate all programming and events with historic site volunteers and interns.

*Board & Volunteer Relations:*

- Involve board members in decisions that affect the future of Williams Farm Park;
- Assist the Board with identifying community members who may be appropriate for board service and support their recruitment and orientation to the organization;
- Participate in Board meetings by working with the Executive Committee to create agendas, prepare staff reports for the meetings, and attend meetings of the Board and committees;
- Recruit volunteers for appropriate positions within the organization;
- Supervises security, marketing, maintenance, and all other volunteers.

*Exhibitions, Live Animal Care, Collections, and Education:*

- Create and maintain standards of excellence for all collections, exhibitions, and education efforts of the historic site;
- Oversee the proper care of the collections as well as the care of the live animals;
- Oversee exhibitions to support the mission of the organization to attract audiences, donors, and sponsors;
- Oversee educational programming;
- Oversee animal care, including training and scheduling volunteers in proper animal care procedures (cows, sheep, chickens, and other farm animals); and monitoring the overall health of the animals;
- Supervises troubleshooting for repairs and maintenance of museum vehicles (truck or farm equipment) and for building systems such as air conditioning, heating, lighting, security, fire protection.

Annual Salary: \$50,000; Full-time employment with benefits

Scheduling: Monday through Friday; 9:00 AM - 5:00 PM with special hours as needed (Year-round)

Title:

**Bookkeeper/Administrative Assistant**

Qualifications:

- 2+ years of related experience; with a basic understanding of certain tasks to serve as a backup to the team;
- Advanced Excel skills, including pivot tables and v-lookups;
- Ability to work independently;
- Strong analytical, organizational, verbal, and communications skills;
- Proficiency in Microsoft Office applications and accounting software such as Quickbooks.

Job Description/Skills Required:

The bookkeeper assists the Site Supervisor in ensuring the most effective financial management and recordation of Museum operations. The essential functions of this job include:

- With the Finance Committee, the Site Supervisor will propose an annual budget for the Board's adoption;
- Prepare monthly financial reports to the Board of Directors;
- Manage all accounts payable and receivable;
- Support the Board's fundraising efforts and special events;
- Develop and sustain relationships with members and donors;
- In partnership with staff, prepare grant applications and manage grant projects;
- Maintain excellent donor records and stewardship of all donations made to the organization;
- Performs related duties as required.

Annual Salary/Wages: \$25,000; Part-time employment with no benefits at this time

Scheduling: Tuesday through Friday; 9:00 AM to 4:00 PM (Year-round)

Title:

**Security Coordinator**

Qualifications:

- Two or more years in law enforcement and/or related field preferred;
- First aid/CPR certified (renew as needed);
- Knowledge of emergency response and preparedness;
- Knowledge of security and fire alarm systems;
- Ability to plan, schedule, train, assign and monitor activities of security and maintenance volunteers;
- Use various software programs and operate computerized security surveillance systems.

Job Description/Skills Required

Under general supervision, the Security Coordinator assists in supervising the overall security operations of a historic site. The essential functions of this job include:

- Supervising the line security operations and facility operations of the farm park;
- Assisting in securing exhibits and facilities, including serving as security as needed;
- Assisting volunteers to meet security needs of the facility and for special events;
- Supervising the general cleaning of exhibits/cases and floor areas;
- Performing walk-throughs of public areas to ensure cleanliness and availability of information materials;
- Observing and inspecting security volunteers and their assigned areas to assure compliance with policies and procedures;
- Assisting in incident resolution;
- Supervising maintenance volunteers in work to keep grounds and animals taken care of;
- Performs related duties as required.

Annual Salary/Wages: \$16,000; Part-time employment with no benefits at this time

Scheduling: Saturday through Sunday; 9:00 AM to 4:00 PM (Year-round)

Title:

**Exhibit Designer (Internship)**

Qualifications:

- Interested in museum and historic site exhibit design, preferred post-baccalaureate or current graduate student;
- Ability to work with clients, take initiative, meet deadlines, and work both independently and in collaboration with others;
- Ability to be responsible for multiple projects at one time;
- Ability to solve complex technical or design problems;
- Skilled in computer programs for design.

Job Description/Skills Required:

The Exhibition Design intern will gain real-world experience as well as applicable hands-on capabilities through performing assigned duties. This internship is an overview of historic site exhibition operations from the early planning stages through implementation. The essential functions of this job include:

- Serves as a designer for exhibits on the history of Williams Farm and local history;
- Assists in mounting, installing, and dismounting historic site's exhibitions, resolving problems of design and installation;
- Researches ideas and materials presented for exhibit and make suggestions regarding proper visual interpretation;
- Serves as a consultant regarding the most effective design and techniques to produce a desired visual effect and educational message;
- Monitors inventory of installation equipment and supplies;
- Performs related duties as required.

Annual Salary/Wages: Internship Full-time; \$6000

Scheduling: From the end of May to the end of July (9wks); Monday through Friday; 10:00 AM - 4:00 PM

Title:

**Historic Site Educator - Graduate Research Assistant**

Qualifications:

- Strong oral and written communication skills;
- Experience working in an educational environment with diverse groups of students;
- Ability to handle multiple projects and tasks at once with attention to detail;
- Highly self-motivated and a self-starter;
- Working knowledge of Microsoft Office;
- Must be in progress of obtaining a Master's Degree in history or related field.

Job Description/Skills Required:

The Historic Site Educator works with the Interpreter to create, coordinate, and facilitate programs utilizing the Williams Farm Park's vast collection and exhibits to ensure that guests, families, and school groups have an exceptional experience. The essential functions of this job include:

- Organize and conduct innovative educational programs and workshops for historic site visitors;
- Teach on-site programs to field trips and school groups;
- Ensure historic site exhibits successfully inspire children to learn and expand their horizons through upkeep and active engagement;
- Ensure historic site exhibits are clean, safe, and functional by performing daily maintenance checks;
- Develop community outreach programs to aid in promoting historic site offerings;
- Participate and assist in the execution of historic site events;
- Perform related duties as required.

Annual Salary/Wages: GRA Full-time; \$3000

Scheduling: From the end of May to the end of July (9wks); Tuesday through Saturday; 10:00 AM - 4:00 PM

Title:

**Docent Volunteers (six to ten positions available)**

Qualifications:

- Able to communicate effectively and comfortably with a diverse group of people;
- Excellent customer service skills, friendly and highly-motivated;
- Dependable and professional, able to work independently and on a team;
- Completed volunteer application and background check, able to attend a Docent Volunteer orientation;
- Commitment to working 3 hours per week or 12-15 hours per month.

Job Description/Skills Required:

Docent volunteers are essential to the success of the Williams Farm Park. We are looking for highly motivated individuals who are interested in sharing local history and the history of the Williams Farm. The essential functions of this job include:

- Working effectively with the site Interpreter and Educator to facilitate tours and programs throughout the summer (occasionally in the off-season);
- Participate and assist in the execution of historic site events;
- Greet guests courteously and professionally;
- Answer phones as needed in a professional manner, transferring calls to appropriate staff members;
- Maintain a professional and tidy front desk area;
- Provide courteous and professional crowd control as needed;
- Performs related duties as required.

Scheduling: Thursday, Friday, and Saturday; 3-hour shifts; 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM

Title:

**Volunteers (General)**

Qualifications:

- Completed volunteer application and background check;
- Great communication skills and ability to work on a team;
- Commitment to work 2-4 hours per week or 10-12 hours per month;
- Able to attend a volunteer orientation;
- For teenage applicants (15-17): at least two references and written permission from parents or guardians.

Job Description/Skills Required:

The Williams Farm Park is offering a wide variety of volunteer opportunities and looking for individuals able to regularly commit a few hours per week or month to the park.

Opportunities:

- Marketing: Assist with maintaining social media accounts and creating content to advertise the Williams Farm Park events and activities (Summer, special events in off-season, one position available) (Scheduling: Tuesdays; 10:00 AM -12:00 PM)
- Exhibits: Assist with the creation and installation of exhibitions at the Williams Farm Park museum (two available positions) (Scheduling: Monday, Tuesday, and Wednesday; 3-4 hours per week, as needed)
- Events: Assist with events throughout the summer (available positions varies by event) (Scheduling: as needed)
- Education: Assist with school-based events and programs (April-September, two positions available) (Scheduling: Thursday, Friday, and Saturdays; 3-hour shifts; 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM)
- Security/Maintenance: Assist the Security/Maintenance Supervisor with basic facility maintenance and security operations (experience in security/maintenance preferred, year-round opportunity, two to six security positions available, two maintenance positions available) (Scheduling: Thursday, Friday, and Saturday; 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Groundskeeper: Assist the Security/Maintenance Supervisor with basic groundskeeping duties around the farm, including the gardens (year-round opportunity, one to two positions available) (Scheduling: Thursday, Friday, and Saturday; 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Floater: Assist with projects as needed (positions vary by need) (Scheduling: as needed)

## \$150,000 Annual Staffing Plan

Title:

### **Site Supervisor**

Qualifications:

- Master's degree, preferably in museum studies, public history, history, or related field;
- Excellent written and verbal communication skills, with attention to detail;
- Highly self-motivated and willing to supervise a diverse team of staff, volunteers, and interns;
- Proficiency in Microsoft Office and related software;
- 6+ months experience in leadership or supervisor roles, preferably in museums or historic sites.

Job Description:

The Site Supervisor has the overall responsibility to carry out the organization's mission and policies established by the Board, including the financial, educational, collections, and operations management of the organization. The essential functions of this job include:

#### *Strategic Leadership:*

- With the Board of Directors, establish a clear vision for the organization;
- Assist the Board of Directors in long-range strategic planning and implementation of those plans;
- Provide both support and leadership to the Board of Directors;
- Serve as the liaison between the Board of Directors and staff.

#### *Human Resources & Administration:*

- Hire, train and supervise all staff and volunteers including scheduling and annual work goals;
- Manage the visitor experience before and during their visit;
- In conjunction with the Executive Committee, evaluate staff (other than the Site Supervisor); set performance standards; create annual goals; conduct annual staff evaluations; maintain personnel records.

#### *Community Relations:*

- Represent the Williams Farm Park and advocate its mission to external stakeholders and audiences including community organizations, schools, government at all levels, and the historic site and nonprofit communities;
- Maintain positive relationships with the City of Villa Rica and surrounding communities;
- Supervises volunteers in establishing and implementing a marketing/communications plan that supports the Williams Farm Park's brand and reputation including website content, social media accounts, media relations, and printed materials;



- Work with the Avemore Village for the continuing maintenance and repair of the historic site-building;
- Maintain the historic site calendar and coordinate all programming and events with historic site volunteers and interns.

*Board & Volunteer Relations:*

- Involve board members in decisions that affect the future of Williams Farm Park;
- Assist the Board with identifying community members who may be appropriate for board service and support their recruitment and orientation to the organization;
- Participate in Board meetings by working with the Executive Committee to create agendas, prepare staff reports for the meetings, and attend meetings of the Board and committees;
- Recruit volunteers for appropriate positions within the organization;
- Supervises security volunteers, marketing volunteers, and any other volunteers as necessary.

*Exhibitions, Live Animal Care, Collections, and Education:*

- Create and maintain standards of excellence for all collections, exhibitions, and education efforts of the historic site;
- Oversee the proper care of the collections as well as the care of the live animals;
- Oversee exhibitions to support the mission of the organization to attract audiences, donors, and sponsors;
- Oversee educational programming;
- Oversee animal care including training and scheduling volunteers in proper animal care procedures (cows, sheep, chickens, and other farm animals); and monitoring the overall health of the animals;
- Supervises troubleshooting for repairs and maintenance of historic site vehicles (truck or farm equipment) and for building systems such as air conditioning, heating, lighting, security, fire protection.

Annual Salary: \$50,000; Full-time employment with benefits

Scheduling: Monday through Friday; 9:00 AM - 5:00 PM with special hours as needed (Year-round)

Title:

**Bookkeeper/Administrative Assistant**

Qualifications:

- 2+ years of related experience; with a basic understanding of certain tasks to serve as a backup to the team;
- Advanced Excel skills including pivot tables and v-lookups;
- Ability to work independently;
- Strong analytical, organizational, verbal, and communications skills;
- Proficiency in Microsoft Office applications and accounting software such as Quickbooks.

Job Description/Skills:

The essential functions of this job include:

- With the Finance Committee, the Site Supervisor will propose an annual budget for the Board's adoption;
- Prepare monthly financial reports to the Board of Directors;
- Manage all accounts payable and receivable;
- Support the Board's fundraising efforts and special events;
- Develop and sustain relationships with members and donors;
- In partnership with staff, prepare grant applications and manage grant projects;
- Maintain excellent donor records and stewardship of all donations made to the organization;
- Performs related duties as required.

Annual Salary/Wages: \$30,000 Full-time employment with benefits

Scheduling: Monday through Friday; 9:00 AM to 5:00 PM (Year-round)

Title:

**Security/Maintenance Coordinator**

Qualifications:

- Two or more years in law enforcement and/or related field preferred;
- First aid/CPR certified (renew as needed);
- Knowledge of emergency response and preparedness;
- Knowledge of security and fire alarm systems;
- Ability to plan, schedule, train, assign and monitor activities of security and maintenance volunteers;
- Use various software programs and operate computerized security surveillance systems.

Job Description/Skills Required:

Under general supervision, the Security/Maintenance Coordinator assists in supervising the overall security operations of a historic site. The essential functions of this job include:

- Supervising the line security operations and facility operations of the farm park;
- Assisting in securing exhibits and facilities, including serving as security as needed;
- Scheduling volunteers to meet security needs of the facility and for special events;
- Supervising the general cleaning of exhibits/cases and floor areas;
- Performing walk-throughs of public areas to ensure cleanliness and availability of information materials;
- Observing and inspecting security volunteers and their assigned areas to assure compliance with policies and procedures;
- Assisting in incident resolution;
- Providing ongoing employee training;
- Supervising maintenance volunteers in work to keep grounds and animals taken care of.
- Performs related duties as required.

Annual Salary/Wages: \$29,000; Full-time employment with benefits

Scheduling: Tuesday through Saturday; 9:00 AM to 5:00 PM (Year-round)

Title:

**Interpreter**

Qualifications:

- Teaching or guiding experience (especially with the general public) is highly desirable;
- Ability to convey information in a clear, concise, and articulate manner;
- Background in education, art, or local history is a plus;
- Strong interpersonal skills;
- Enthusiasm, flexibility, and ability to work in a fast-paced, team-oriented environment.

Job Description/Skills Required:

The Williams Park Interpreter supports the development and delivery of special exhibitions and permanent gallery projects and works collaboratively with project teams, curators, and contractors to ensure that the content and interpretive techniques used in the historic site best meet our audiences' needs. The essential functions of this job include:

- Greet guests in a courteous and professional manner;
- Facilitate ticket sales in a timely and professional manner;
- Properly interface with a database system to ensure accurate capturing of guest data;
- Provide courteous and professional crowd control as needed;
- Present exhibit-related educational programming to historic sites visitors via an informed, patient, and enthusiastic tour experience;
- Enforce all historic site policies at all times;
- Provide assistance as needed at special events and unique tour scenarios;
- Assists in a variety of staff operations, performing special projects and additional assignments as requested;
- Build positive relationships with guests to ensure repeat visitors and an exceptional historic site experience;
- Provide accurate information about the historic site including, but not limited to, admission fees, hours of operation, events and programs, directions, exhibits, and general policies;
- Performs related duties as required.

Annual Salary/Wages: \$29,000 Full time with benefits

Scheduling: Tuesday through Saturday; 9:00 AM - 5:00 PM

Title:

**Exhibit Designer (Internship)**

Qualifications:

- Interested in museum and historic site exhibit design, preferred post-baccalaureate or current graduate student;
- Ability to work with clients, take initiative, meet deadlines, and work both independently and in collaboration with others;
- Ability to be responsible for multiple projects at one time;
- Ability to solve complex technical or design problems;
- Skilled in computer programs for design.

Job Description/Skills Required:

The Exhibition Design intern will gain real-world experience as well as applicable hands-on capabilities through performing assigned duties. This internship is an overview of historic site exhibition operations from the early planning stages through implementation. The essential functions of this job include:

- Serves as a designer for exhibits on the history of Williams Farm and local history;
- Assists in mounting, installing, and dismounting historic site's exhibitions, resolving problems of design and installation;
- Researches ideas and materials presented for exhibit and make suggestions regarding proper visual interpretation;
- Serves as a consultant regarding the most effective design and techniques to produce a desired visual effect and educational message;
- Monitors inventory of installation equipment and supplies;
- Performs related duties as required.

Annual Salary/Wages: Internship Full-time (9wks) \$6000

Scheduling: From the end of May to the end of July: Monday through Friday; 10:00 AM - 4:00 PM

Title:

**Historic Site Educator (Internship)**

Qualifications:

- Strong oral and written communication skills;
- Experience working in an educational environment with diverse groups of students;
- Ability to handle multiple projects and tasks at once with attention to detail;
- Highly self-motivated and a self-starter;
- Working knowledge of Microsoft Office;
- High School Diploma required; preferred post-baccalaureate or current graduate student.

Job Description/Skills Required:

The Historic Site Educator works with the Interpreter to create, coordinate, and facilitate programs utilizing the Williams Farm Park's vast collection and exhibits to ensure that guests, families, and school groups have an exceptional experience. The essential functions of this job include:

- Organize and conduct innovative educational programs and workshops for historic site visitors;
- Teach on-site programs to field trips and school groups;
- Ensure historic site exhibits successfully inspire children to learn and expand their horizons through upkeep and active engagement;
- Ensure historic site exhibits are clean, safe, and functional by performing daily maintenance checks;
- Develop community outreach programs to aid in promoting historic site offerings;
- Participate and assist in the execution of historic site events;
- Performs related duties as needed.

Annual Salary/Wages: Internship Full-time; \$6000

Scheduling: From the end of May to the end of July (9 weeks); Tuesday through Saturday; 10:00 AM - 4:00 PM

Title:

**Docent Volunteers (six to ten positions available)**

Qualifications:

- Able to communicate effectively and comfortably with a diverse group of people;
- Excellent customer service skills, friendly and highly-motivated;
- Dependable and professional, able to work independently and on a team;
- Completed volunteer application and background check, able to attend a Docent Volunteer orientation;
- Commitment to working 3 hours per week or 12-15 hours per month.

Job Description/Skills Required:

Docent volunteers are essential to the success of the Williams Farm Park. We are looking for highly motivated individuals who are interested in sharing local history and the history of the Williams Farm. The essential functions of this job include:

- Working effectively with the site Interpreter and Educator to facilitate tours and programs throughout the summer (occasionally in the off-season);
- Participate and assist in the execution of historic site events;
- Greet guests in a courteous and professional manner;
- Answer phones as needed, transferring calls to appropriate staff members;
- Maintain a professional and tidy front desk area;
- Provide courteous and professional crowd control as needed;
- Perform related duties as needed.

Scheduling: Thursday, Friday, and Saturday; 3-hour shifts; 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM

Title:

**Volunteers (General)**

Qualifications:

- Completed volunteer application and background check;
- Great communication skills and ability to work on a team;
- Commitment to work 2-4 hours per week or 10-12 hours per month;
- Able to attend a volunteer orientation;
- For teenage applicants (15-17): at least two references and written permission from parents or guardians.

Job Description/Skills Required:

The Williams Farm Park is offering a wide variety of volunteer opportunities and looking for individuals able to regularly commit a few hours per week or month to the park.

Opportunities:

- Marketing: Assist with maintaining social media accounts and creating content to advertise the Williams Farm Park events and activities (Summer, special events in off-season, one position available) (Scheduling: Tuesdays 10:00 AM -12:00 PM)
- Exhibits: Assist with the creation and installation of exhibitions at the Williams Farm Park museum (two available positions) (Scheduling: Monday, Tuesday, and Wednesday, 3-4 hours per week, as needed)
- Events: Assist with events throughout the summer (available positions varies by event) (Scheduling: as needed)
- Education: Assist with school-based events and programs (April-September, two positions available) (Scheduling: Thursday, Friday, and Saturdays, 3-hour shifts, 10:00 AM to 1:00 PM and 1:00 PM to 4:00 PM)
- Security/Maintenance: Assist the Security/Maintenance Supervisor with basic facility maintenance and security operations (experience in security/maintenance preferred, year-round opportunity, two to six security positions available, two maintenance positions available) (Scheduling: Thursday, Friday, and Saturday, 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Groundskeeper: Assist the Security/Maintenance Supervisor with basic groundskeeping duties around the farm, including the gardens (year-round opportunity, one to two security positions available) (Scheduling: Thursday, Friday, and Saturday; 4-hour shifts, 9:00 AM to 1:00 PM and 1:00 PM to 5:00 PM)
- Floater: Assist with projects as needed (positions vary by need) (Scheduling: as needed)