

Adventist Historic Properties, Inc.
Adventist Heritage Ministries

12501 Old Columbia Pike
Silver Spring, Maryland 20904



Adventist Historic Properties, Inc.
Historic Adventist Village

480 W. Van Buren St.
Battle Creek, Michigan 49037

JOB DESCRIPTION

Site Director Historic Adventist Village, Battle Creek, MI

POSITION SUMMARY

The Site Director position is a full-time position. The Site Director reports directly to the Executive Director and is responsible for managing and coordinating the historic site's business functions for the purpose of supporting the organization's goals and objectives.

The Site Director position has five separate but related goals:

1. To manage the operations, staff, Heritage Shoppe, and volunteers at the Village
2. To provide a welcoming, hospitable environment and spiritually rewarding learning experience for visitors through activities and guided tours of the village.
3. To perform or facilitate "hands-on" maintenance of heating, ventilation, air conditioning, plumbing and electrical, landscaping, and janitorial functions and coordinate housekeeping, security, and operations.
4. To serve as a liaison with local historical societies, the town of Battle Creek, Michigan, and facilities personnel and building contractors in the operation and maintenance of the buildings and grounds, including security, police, etc.
5. To seek in unobtrusive ways to provide visitors with an opportunity to contribute financially to the operation and upkeep of Historic Adventist Village, plus invite them to provide their name, postal mailing address, and email address to receive the *AHM Bulletin*, if they are so inclined.

GENERAL DUTIES AND RESPONSIBILITIES FOR GUIDING TOURS

- Conduct museum tours of approximately 1 ½ hours in length. Must be comfortable speaking to small and large groups of people of all ages and backgrounds.
- Possibly conduct occasional tours of museum and facilities (behind the scenes) for VIPs, special visiting groups, etc.

- Deal skillfully with a diversity of visitors under a variety of circumstances.
- Be aware and informed about all changes in the village.
- Have a general knowledge of local history and how the village fits into it, basic knowledge of the history and beliefs of the Seventh-day Adventist Church and American history, plus have a desire to learn and to share.
- Be willing to put the necessary time and effort into studying material on Adventism in Battle Creek (including emphasis particularly on Seventh-day Adventist doctrines that Adventism in Battle Creek contributed), Adventist history, American history, and local history.

GENERAL DUTIES AND RESPONSIBILITIES FOR MAINTENANCE

- Manage the buildings, grounds, and systems to ensure a well running, problem-free site for employees, guests, and visitors. Systems include HVAC, plumbing, electrical, life safety systems, security systems (CCURE), emergency generator, roofs, roof gutters, exterior lighting, parking lot areas, exterior painting, pest management, trees / landscaping, windows, etc.
- Manage inventory and purchase of electrical and lighting supplies, tools, and equipment necessary to run and maintain the facilities. *Purchase of larger items must be approved by the Executive Director.*
- Manage maintenance contracts in consultation with the Executive Director.
- Maintain good working relationships with vendors and contractors.
- Perform hands-on tasks including maintenance and repair of doors/door hardware, office furniture, wooden signs, rudimentary electrical repair (lamps, sockets), as well as replacing water filters, etc.
- Routinely inspect buildings and grounds.
- Secure price quotes for labor, materials, and replacement parts for all facilities maintenance and repair projects.
- Be responsible for issuing and storing keys.
- Perform such other duties as assigned.

MANAGEMENT DUTIES

- Oversee the Heritage Shoppe, Office Manager, and volunteers working in the Village
- Keep in close contact with the Executive Director, and provide the following items:
 - A monthly report containing
 - Number of visitors (denominational / non-denominational)

- Expenses / Income
- Other statistics (if requested by the Executive Director)
- Special activities /events
- Challenges
- Testimonials
- Estimates of costs for projects
- A suggested budget for the upcoming year to maintain the properties and buildings.
- Watch for public relations possibilities, including interacting with local news media outlets, historical societies or events and prepare reports as requested for the *AHM Bulletin*, as well as take photos of tour groups and other site activities and grant permission to use them for PR purposes.
- Stay within the voted budget. If any expenses exceed the budget, the Executive Director must be contacted for approval before proceeding.
- To work with the Executive Director about things that need to be included in the budgets.
- Attend regularly scheduled staff meetings and be prepared to speak and to answer questions.

QUALIFICATIONS

- Must be a firm supporter of the Seventh-day Adventist Church and in harmony with the objectives of Adventist Heritage Ministries.
- Have management experience.
- Have knowledge of maintenance and repairs.
- Have good interpersonal skill.
- General knowledge of working with city codes and permits.

The list above is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the AHM Board or the Executive Committee or Executive Director from assigning specific duties not listed if such duties are a logical assignment to the position.