

Site Manager

Island Farm

Outer Banks Conservationists

The intent of Outer Banks Conservationists' description of job responsibilities for the farm site manager is to outline the multifaceted duties of managing interpretive staff, engaging with the public, executing programs in ways that enrich the visitor experience, and exploring new ways to bring visitors to the farm and to keep them coming back.

Primary Responsibilities

The Island Farm Site Manager supervises the small part-time, historic interpreter staff engaged in the interpretation and general activities of the site. This is a full-time, exempt position. Key functions of this position include:

- To effectively manage and maintain programmatic and organizational logistics of the Outer Banks Conservationists' (OBC) Island Farm living history site
- To ensure all visitors are provided a unique, meaningful, memorable and pleasant experience
- Ability to work independently, as well as part of a team
- To effectively staff the Farm with seasonal historic interpreters and volunteers
- To ensure educational programming and daily living history activities are well-researched, continually engaging, and updated regularly
- To implement programming and events that align with the Farm's mission
- To inspire and engage staff members and volunteers to appropriately interpret the mission and history of Island Farm to the public
- Excellent oral and written communication skills

Job Duties

Administration – 35%

- Collect and document daily admissions income; Keep excellent records of admissions/visitors; Make bank deposits as needed
- Ensure Visitors Center is opened and closed properly during the season
- Manage inventory of goods in Visitors Center
- Maintain files and databases
- Monitor budget activities throughout the fiscal year; Discuss budget amendments and unexpected needs with the Finance Officer or Executive Director;
- Participate in and contribute to grant writing and fundraising activities for Island Farm projects

- Communicate the work of OBC and Island Farm to supporters
- Create and distribute part-time employee's work schedule
- Working with Gardens and Livestock Managers, evaluate and justify budgetary needs based on the previous year's expenditures, and projected operational, maintenance, and restoration needs to create the annual budget
- Familiarity and strong competence with common office technology
- Write and submit press releases to local media for all Island Farm events
- Submit weekly deposit reports and monthly volunteer hours to the Finance Officer
- Submit monthly time sheets for part-time employees to Finance Officer
- Submit monthly reports to the Executive Director that includes summaries on administration activities, site visitation, events, and any maintenance updates

Education – 35%

- Maintain contact and working relationships with local schools and their teachers
- Plan, coordinate, and implement educational programming for visitors and school groups at Island Farm
- Coordinate outreach and partnering efforts with local clubs, history groups, tour companies, and others
- Assist visitors and staff with historical research, on an as-needed basis
- Interpret the history of Island Farm as needed through special tours, off-site education, etc.

Events – 20%

- Schedule, coordinate, and plan special events
- Assist visitors in booking weddings and other events, conducting tours when appropriate

Employees – 10%

- Recruit, hire and train seasonal, part-time staff (and volunteers) for historic interpretation
- Provide standards and procedures for interpretive techniques
- Annually update part-time staff programming manual, as well as organize and distribute relevant historic information related to the site to all staff and volunteers
- Ensure interpretive staff are provided with and wear historically appropriate uniforms during the site's operating hours

- Recruit and supervise (with the help of the Gardens and Livestock managers) new volunteers and interns
- Make weather and hurricane closure decisions
- Ensure pristine maintenance of Island Farm grounds

Qualifications/Preferred Skills

- Preferred prior experience in education, management, communications, museums, public/living history, visitor services, or related field
- General to considerable knowledge of North Carolina history and interpretive practice (or a willingness to learn)
- Great communication skills in oral and written form, including the ability to absorb factual information and effectively communicate and present it, as well as the ability to respond to questions from the general public in a rational and understandable manner
- Ability to solve practical problems and to work both independently and on a team to carry out assigned duties with minimum supervision
- Ability to maintain records and prepare routine reports
- Strong work ethic

Physical Requirements

- Strength to stand, sit, walk, bend, stoop, or twist for long periods of time.
- Ability to lift up to 50 pounds

Work Environment

- Work will be performed both indoors and outdoors, in all weather conditions with frequent exposure to heat, cold, dust, dirt, pollen, water, fire, smoke, and farm livestock
- This is a full-time, exempt position; hours worked per week may vary, dependent upon the time needed to complete required or assigned work. Additional, night and weekend work may be required for special events or other circumstances