

Constable Hall Association, Inc.
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JOB DESCRIPTION

EXECUTIVE DIRECTOR OF CONSTABLE HALL

Job Summary

The Constable Hall Association, Inc. is searching for an individual interested in a rewarding career in serving the North Country by furthering the mission of the organization. This mission includes preserving the Hall and grounds, collecting and exhibiting artifacts related to the Hall, maintaining a memorial to those who have served our country, and promoting the history of Lewis County in cooperation with others. Come and contribute to a more than 75 year legacy for stewardship of this jewel of North Country history.

The successful candidate will lead the Hall into the future by being able to relate to a diverse group of visitors and friends of the Hall. Applicants should be self-motivated, have a minimum of a two year college degree or equivalent work experience. Experience in the areas of non-profit work, public relations, marketing, research, education, fund-raising, grant writing, and a comfort level with technology, are vital. The Executive Director should also be comfortable supervising staff, have excellent oral and written communication skills, and exhibit a professional bearing. This position is part time/seasonal and at will. If requested, the candidate agrees to submit to a physical health and drug screening, background checks, and driving records check.

Responsibilities and Duties

As the 'public face' of Constable Hall and the representative of the Board of Trustees, both your personal appearance and demeanor must be presented in a professional way. You will be responsible for the day-to-day operation of Constable Hall as directed by the President of the Board of Trustees who is the direct supervisor of the position.

The successful candidate will demonstrate:

- Excellent leadership skills and professional acumen
- Solid people management skills and ability to supervise the work of others
- Effective fundraising abilities
- Strong oral and written communication
- A high degree of motivation
- The ability to work well independently but also as part of a team
- Comfort with common professional workplace software and technology

Other Essential Responsibilities

The Executive Director must also be able to perform the following essential responsibilities and duties in a safe manner:

- Secure the safety and integrity of the buildings and artifact collection.

*“Jewel of the North Country”
National Register of Historic Places*

- Write the annual newsletter, with input from others, and supervise its printing and mailing.
- Conduct tours of Constable Hall.
- Train docent/volunteer(s) to provide accurate tours of Constable Hall. Ensure information being provided to guests is accurate, consistent, and well organized.
- Work with the Curator on issues related to the artifact collection and tour content.
- Work in concert with committees or individuals to:
 - Research and apply for grants appropriate for our historic not for profit Association.
 - Work with local schools and organizations to provide educational programs or projects at Constable Hall for children and adults.
 - Create newsworthy articles for local papers and media outlets as needed.
 - Create and update exhibits for public viewing.
 - Planning and implementing annual activities and fundraising events.
 - Maintain social media and virtual internet presence for Constable Hall.
- General and Administrative Duties:
 - Supervise all paid employees and volunteers in their assigned duties and responsibilities.
 - Attend scheduled Board of Trustees meetings. Prepare a monthly report on Constable Hall activities, numbers of tours, etc. Also complete an annual report for the Annual Meeting.
 - Manage Constable Hall correspondence. Correspondence should be made available to the President and Board of Trustees when requested.
 - Coordinate with the Board Treasurer to receive and maintain start-up monies required, ongoing gas money needs, tour, donations, and gift shop monies. Provide receipts for expenditures. If revenues are made through Paypal, inform the Treasurer what activity the money is to be cost against.
 - Document hours worked for employees and self. Provide hours to the Board Treasurer every two weeks for payrolls April to October.
 - Director must be knowledgeable about and able to use Microsoft Office software in order to maintain and update Hall data, brochure, and correspondence. Able to learn to use other standard software programs and be familiar with social media formats.
 - Research and track NYS and Federal regulations that apply to the Constable Hall Association and ensure compliance with the help of the Board Officers.
 - Continue your education of Constable Hall, Lewis County, and other community history to enhance personal knowledge as it applies to the Hall for tours, visitors and the media.
 - Provide basic housekeeping chores in the Hall to present a clean and presentable historic home to the public. Cleaning must follow the Housekeeping Manual's "do's and don'ts".
 - Conduct other general or administrative duties as requested by the President of the Board of Trustees.

Qualifications and Skills

- Proven history of attention to detail, good organizational skills, and strong communication skills;
- Demonstrate an understanding of the Mission, Purpose, and history of Constable Hall and the Constable Hall Association, Inc.;
- Ability to adapt effectively within a continually changing and demanding environment;
- Must be able to demonstrate the ability and willingness to communicate effectively in order to maintain high levels of safety, quality, and efficiency;
- Must be able to work with others in a team based environment but must also be able to work independently in a safe, efficient, and effective manner with little supervision on occasion;

- Ability to adapt to changing organizational and operational needs;
- Ability to handle multiple tasks simultaneously;
- Strong team player with the ability to work across multiple functions and disciplines when needed;
- Excellent interpersonal communication and writing skills that enable high level interaction with senior management within the company and across our customer and supply base;
- Must be able to maintain good relations with other team members;
- Must maintain professional and visitor ready attitude at all times;
- Must show courtesy to other team members, visitors, suppliers, vendors, contractors, and others with whom contact occurs as a representative of Constable Hall and the Constable Hall Association, Inc.;
- Ability to read and comprehend standard operating procedures and company guidelines in order to maintain regulatory compliance;
- Must be able to demonstrate an attitude of continuous improvement and learning;
- Ability to read and comprehend simple instructions, short correspondence, and memos. Must have the ability to write simple correspondence and complete documentation completely. Ability to effectively present information to other team members
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- And any other skills required by the Board of Trustees.

Education and Experience

- High school diploma or GED
- Higher degree or equivalent work experience
- Hiring preference will be shown to excellent candidates with the preferred experience in the following areas:
 - Non-profit work
 - Public relations
 - Marketing
 - Research
 - Communications
 - Education
 - Community organization

Supervisory Responsibilities

This position will have supervisory and people management responsibilities. These responsibilities may include recruiting, hiring and on-boarding, training and certifying, appraising and assessing, recommending salaries and wages as well as making periodic adjustments, performing disciplinary actions and separating employees when necessary. This position will also be responsible for ensuring compliance to all personnel and employment related State and Federal laws and regulations.

Work Environment

- Professional attire is expected as a representative of Constable Hall, its Members, and its Board of Trustees. Exceptions can be made based on activities of the day.
- This position may sometimes be performed in outside weather conditions.

- While performing the duties of this job, the position is regularly required to stand, use hands and stretch and reach with hands and arms.
- Employees are frequently required to walk, stoop, kneel, crouch, and climb stairs; and talk or hear.
- The position is occasionally required to climb or balance and smell.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision.
- Must have full range of body motion and the ability to stand on feet a majority of the working day

Job Type

Seasonal to full-time non-exempt position with a minimum of 30 hours per week. Hours may occasionally vary throughout the week and week to week. Urgent issues may occasionally require immediate calls and texts outside of normal business hours.

Travel

Travel is limited and primarily local during the normal business day although some out-of-area travel may be expected on rare occasions to attend meetings. Authorized business travel related expenses will be reimbursed.

Work Location

The primary work location for this position will be on site at Constable Hall in Constableville, NY. Attendance at occasional meetings and events at the Hall and at other nearby locations held outside of normally scheduled operating hours may be required.

About Constable Hall

Constable Hall is located in Constableville, NY on the edge of the Tug Hill Plateau. Perched on a hillside, it overlooks the Black River Valley with the Adirondack Mountains in the distance. Constable Hall's open season is normally May through September with daily hours of Wednesday, Thursday, Friday and Saturdays 10:00 a.m. to 4:00 p.m.; Sundays 1:00 to 4:00 p.m.

The Hall is the foundation of North Country history. The Federal style limestone building was built in the early 1800's by William Constable, Jr. His father, William Sr., was a wealthy New York City merchant who owned 3.8 million acres of Northern New York and was responsible for beginning the development of the entire region – encompassing all of Lewis, Jefferson, St. Lawrence and parts of Oswego, Herkimer and Franklin counties.

After nine years of construction, the Hall was completed in 1819. The nearby village, first settled in 1796 and originally known as Shalersville, eventually took on the name of Constableville. Several generations of the Constable family lived at the Hall until it was sold in 1947. By 1949 it was restored as a house museum and opened to the public for tours and event usage. It has become a favorite community and tourist attraction.

Disclaimer

Constable Hall Association, Inc. is a 501(c)(3) Non-profit and an equal opportunity employer committed to a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color,

age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status. In addition to federal law requirements, the Constable Hall Association, Inc. complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The above job description is intended to describe the duties of a team member in general terms and does not necessarily describe all of his or her duties.