

## **Apalachicola Center for History Culture and Art** **Director**

The City of Apalachicola is currently seeking to fill the position of Director of the Apalachicola Center for History, Culture & Arts. The Director of the HCA creates and executes programming which include researching and creating cultural, artistic and historic exhibits and events, festivals, performances, lectures, and art exhibits. The Director is responsible for establishing the artistic policy for both the permanent collection and for exhibitions. Responsibilities include scheduling events, hiring and coordinating with performers, artists, teachers, speakers, musicians, and food vendors. The director manages program contracts for all paid personnel and contractors, promotes events, recruits, prepares and directs volunteers before and during events, rents or procures equipment and supplies and sets up for events. During events they run programming to scheduled time and troubleshoots any unexpected issues during events and hosts events. The Director identifies artists and manages the design and setup of the gallery space for all exhibits. Sells artwork and pays artists once exhibit is over. They oversee promotion for all events and exhibits, updates website, creates a monthly newsletters and other email updates to the public while maintaining the HCA website & all public notifications from HCA. The director is in charge of locating funding/fundraising, grant writing and finding grants for programming to sustain the center and the historic cotton warehouse which houses the museum, creates check requests with invoices for submission to the City to issue payments to artists and personnel, for invoices and purchases needed for events, exhibits or other supplies needed. The Director reports to the Board of Directors monthly by scheduling a monthly meeting, and taking board minutes.

The Director is responsible preparing gallery space for new exhibits by removing previous hanging material, fill holes in panel walls, sands and paints panels, obtains artwork from artists, creates labels for artwork and hangs labels, creates inventory sheets. They update the website and email updates to the public, maintains website and all public notifications from HCA. Unless a docent is hired, they are responsible for current daily operations and maintenance of the museum/gallery space on a daily basis. The Director is familiarized with all exhibits, events and permanent displays at HCA while pursuing new and creative programs to expand the History, Culture and Art programs at HCA. The Director will meet and greet guests when they enter the building and answer any questions guests have about exhibits, events and the historic facility. The HCA Director develops descriptive printed materials and shares exhibit information. This position is currently funded as a contract position for 80 hours monthly at \$25.00 per hour. The position does not include any benefits.

Please submit resumes with application to:

Deborah Guillotte, City Clerk  
City of Apalachicola, City Hall  
192 Coach Wagoner Blvd.  
Apalachicola FL 32320

Applications are found on the City Website [www.cityofapalachicola.com](http://www.cityofapalachicola.com)

The HCA Director is in charge of the following:

1. Scheduling and planning monthly exhibits, events and receptions
2. Obtaining signed contracts for artists and events
3. Promoting events and receptions by designing posters and on social media
4. Installing exhibits
5. Executing receptions and events
6. Creating and submitting Check requests to the City for salary payments, bill payments, artist payments and any payments required from the HCA
7. Host monthly board meetings (last Thursday of each month)
8. Send reminder emails 2 weeks prior to board meeting, then the week of board meeting
9. Writing board minutes and emailing minutes and chairman's meeting agenda to the board prior to the next board meeting
10. Responsible for keeping HCA clean unless a docent is hired
11. Create and maintain a volunteer base
12. Grant writing and finding funding for HCA
13. Submitting Quarterly TDC Museum Grant Reports
14. Updating HCA website and Facebook page
15. Maintaining contacts lists as well as updates from visitor sign-in sheets
16. Creating and sending monthly HCA newsletter using Mailchimp
17. Submit monthly board minutes to the Clerk, City of Apalachicola
18. Any other duties as assigned.