

**REDWOOD COUNTY HISTORICAL SOCIETY (RCHS)**  
**JOB DESCRIPTION**

**WAGE AND BENEFITS:**

Position will not be required to report to the Gilfillan Estate unless needed to. You will normally be working from home. Qualified applicants will receive an hourly wage based on hours worked setting up and coordinating benefits. Wage will be negotiated between the candidate chosen and the Executive Committee

This is a Part-Time year-round position as you will be taking reservations from people that wish to hold an event at the Gilfillan Estate for the current and/or upcoming years. This position will also handle reservations for the RV Campground throughout each year. This will require approximately 20 to 30 hours of work each month.

**POSITION OBJECTIVE AND PURPOSE**

This is a year-round position as you will be taking reservations from people that wish to hold an event at the Gilfillan Estate for the current and upcoming years. This position will also handle reservations for the RV Campground throughout each year. Cell phone will be provided. Does require use of personal computer and printer

**ESSENTIAL FUNCTIONS**

- Take calls and emails from people and/or organizations wishing to tour/visit the Gilfillan Estate or to hold events at the Estate. Verify date of the event and make sure no other events are being held at the same time.
- Prepare contracts for each event with individual(s) and have them signed and collect deposits.
- Provide information to the public pertaining to hours of operation, tour information, Farm Fest, rental fees and availability, and history of the estate.
- Accept reservations for the RV Campground throughout the year. Process payments for RV Campground reservations and collecting all event fees.
- Arrange for tours of Gilfillan Mansion, Heritage House, and out-buildings. Event Coordinator may need to greet and familiarize the Pavilion renters with the facilities.
- Communicate with the Gilfillan Board and/or Executive Committee on the number of reservations that are completed and what is being worked on.

The above statements are intended to describe the general nature and level of work for this position and not to be construed as an exhaustive list of all duties to be performed.

**OTHER RESPONSIBILITIES**

- Perform other work-related duties as determined by the Gilfillan Board.
- Attend and report at scheduled RCHS and Friends of Gilfillan (FOG) meetings.

## **MINIMUM QUALIFICATIONS:**

### **EDUCATION**

A high school diploma or equivalent is required.

### **EXPERIENCE AND SKILLS REQUIRED**

Experience is desired which provides the following skills and abilities:

- Ability to communicate clearly
- Have a good working knowledge of computers and other technology used for making reservations and receiving payments.
- Good working knowledge of the Gilfillan Estate and all of its history.
- Ability to establish and maintain good public relations with guests of the Pavilion and campground, volunteers, and surrounding communities.
- This position requires receiving and making calls 7 days a week or as necessary.
- Must possess a valid driver's license.

If you are interested in this position, email [ajkokesch@mchsi.com](mailto:ajkokesch@mchsi.com) and request an application.