

Johnston Farm & Indian Agency Historic Site Director Position Posting

Position: The Board of Trustees of the Johnston Farm Council is seeking a strategic, dynamic, visionary, and collaborative leader to direct day-to-day operations of a multi-faceted historic site located in West Central Ohio. The selected individual will succeed a long-term director who has served the site for more than a quarter century.

Overview: The Johnston Farm & Indian Agency site includes the maintenance and management of the Lockington Locks, located nearby. The dual sites include:

- the Johnston family residence;
- a double-pen log barn, believed to be the oldest barn in Ohio;
- a museum and learning center;
- an ancient American Indian mound;
- the unexcavated site of Pickawillany;
- a historic cemetery;
- a series of seven canal locks; and,
- a section of the Miami-Erie Canal.

Established fifty years ago as one of the 58 sites owned by the State of Ohio and operated by Ohio History Connection, the site annually attracts thousands of visitors from across the United States and foreign countries.

Recent Achievements:

- The board undertook a successful fundraising effort to raise money to restore and renovate the home of John and Rachel Johnston (circa 1815). The restoration project was completed in 2022;
- in cooperation with the Shelby County Land Bank, secured additional property in the Village of Lockington adjacent to the locks for additional visitor parking;
- using funds provided by the State of Ohio, the museum building was renovated and enlarged in 2022; and,
- in 2022, the site celebrated its 50th year as a state historic site.

Challenges:

- Recruitment of volunteers to supplement paid staff;
- external communications to a diverse audience;
- growing the donor base;
- deferred maintenance on the barn, including the roof and threshing floor;
- deferred maintenance and upkeep of the cemetery; and,
- execution of the strategic plan.

Responsibilities:

- Operation, interpretation, and maintenance of the site;
- preparation and timely submission of any/all reports;
- maintaining inventory records and security of property;
- ensuring compliance with all financial and auditing requirements;
- ensuring compliance with all local, state and federal laws;
- in cooperation with the board, execution of the strategic plan;
- regular and consistent communication with internal and external publics;
- in cooperation with the board, preparation and submission of grant proposals;
- attendance at all board meetings;
- promote interest in and advocacy for the site;
- provide leadership and assistance with fundraising activities;
- upon request, provide programs for civic groups;
- willingly advocate for the site with governmental leaders; and,
- conduct ongoing research about the site.

Qualifications:

- Bachelor's Degree in museum management, history, or related field;
- four years' experience in museum interpretation and/or museum management or an equivalent combination of training and work experience;
- minimum of five years supervisory, community relations, and financial management experience;
- excellent oral, writing and listening skills;
- ability to prepare budget documents and other financial reports;
- working knowledge of audio, visual and computer technology;
- ability to utilize social media to promote the site;
- possess a valid Ohio operator's license and carry vehicle insurance;
- ability to work outdoors in all types of weather;
- familiarity with and ability to operate a range of power tools; and,
- ability to keep irregular hours and work in stressful conditions.

Benefits:

- Salary commensurate with experience with a range between \$52,000.00 and \$62,000.00.
- paid holidays including New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, July Fourth, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas Eve, and Christmas;
- paid vacation (number of days to be determined);
- paid sick leave of ten days per year;
- Medicare and FICA shared equally between the employee and the board;
- paid Unemployment and Worker's Compensation; and,
- reimbursement of employment-related expenses.

EEO Statement:

The Johnston Farm Council Board ("Board"), agents of Ohio History Connection ("OHC"), will recruit, hire and maintain a diverse workforce allowing for the inclusion of every employee's unique value, contribution and potential. The Board is committed not only to the principle of equal employment opportunity but also to the letter and spirit of the law. The Board, as an equal opportunity employer, does not discriminate in its employment on the basis of race, color, religion, sex, gender, sexual orientation, gender identity or expression, pregnancy and/or related conditions, national origin, ethnicity, age, veteran status, genetic information, medical condition, physical or mental disability, or on any other basis protected by federal, state or local law. The Board ensures that equal employment opportunity applies to all areas of employment including hiring, promotion, demotion, transfer, recruitment, selection, discipline, termination, compensation, benefits and training.

ADA Compliance:

The Johnston Farm Council Board ("Board"), agents of Ohio History Connection (OHC) is committed to the full inclusion of all qualified individuals. As part of this commitment, the Board will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the OHC Human Resources Department at 614-297-2390 or by email at applicant@ohiohistory.org.

Application: A letter of interest and resume including three professional references must be received no later than Friday, February 10, 2023. The application packet must be submitted to:

**Michael Gutmann, President
Johnston Farm Council Board
Post Office Box 910
Piqua, Ohio 45356**

Interviews: First round interviews are anticipated to be scheduled Monday, February 20 through Friday, March 3, 2023.

Second round interviews are anticipated to be scheduled Monday, March 6 through Friday, March 17, 2023.

Starting

Date: May 15, 2023.