

1. Mahanay Bell Tower Finance and Social Media Coordinator

(Part time remote position for 7 months)

Financial Business:

- Check each Daily Sheet and Square Transactions
- Turn in weekly Admissions money to the County Treasurer's Office
- Deposit souvenir, donation, and overpayment money for the week at Home State Bank.
- Turn in staff time sheets every two weeks to Jeri Hedges at Hoyt-Morain Law Firm.
- Copy daily sheets for the week and email them to Jeri Hedges at Hoyt-Morain Law Firm - Include deposit slips from the Treasurer's Office and Home State Bank.
- Empty and deposit the Penny Smasher money once a month or every other month.
- Be knowledgeable in how Square point of sales works on iPad.

Marketing, Social Media, Souvenirs:

- Update current social media, e.g., Facebook, Instagram and Web pages
- Glassware is ordered from Royal Jewelers. Usual order is about 4 to 8 of something at a time due to storage limitations.
- T-shirts, magnets, keys tags are ordered from Jen Badger at ShineOn designs.
- Postcards may be ordered through Vista Print using photos that we have taken.
- Update signage, e.g., A-Frame at Tower entrance
- Within a budget, order new souvenirs.

Communications:

- Submit monthly report to Bell Tower Foundation board

2. Mahanay Bell Tower Tour and Staff Coordinator

(Part time position for 7 months)

Staffing and Scheduling:

- Hire and Train staff members — work a day or two with them.
- Schedule work days by the month — let staff select 5 or 6 days to work each month including at least 1 weekend day. Be available to fill-in for staff as needed.
- Order uniforms for the staff

Communications:

- Monthly report to the Bell Tower Community Foundation telling of larger tours and events, attendance, maintenance concerns
- Notify staff on Sunday night reminding them of work schedule
- Email to Courthouse— Billie H., Sherry G. Wade W. and Tanner S. alerting them to groups coming to the Tower and/or Courthouse. Include Jefferson Matters and Jean Feldmann
- Report carillon and/or technical concerns and questions to Michelle Fields in the Courthouse.
- Report maintenance and/or mechanical concerns and questions to Pete Bardole or Wade Weiss in the Courthouse.
- Participate in Regional and local Tourism Team meetings of Jefferson Matters
- Be the lead for tours
- Communicate to courthouse custodian landscape and supply needs
- Be knowledgeable of Carillon to assist Mahanay Maestros
- Be knowledgeable in how Square point of sales works on iPad

Tours:

- Work closely with the Tourism and Events director at the Welcome Center on scheduling and meet the bus or visiting groups requests. It may take extra staff, bag handlers, cones for parking, handicap arrangements, etc.