

Paniolo Preservation Society

Paniolo Heritage Center Onsite Manager Job Description

Title: ONSITE Manager

Salaried: Exempt

Work Hours: Minimum 40 hours per week

Report semi-monthly hours to Altres in accordance with Altres requirements.

Reports to President and/or Board of Directors

Mission:

Paniolo Preservation Society (PPS) was founded in 1998 as a 501(c)3 to increase public awareness of the historical, present-day and future significance of Hawai'i's ranching industry with an emphasis on the roles, traditions, and contributions of the paniolo. We are dedicated to preserving the paniolo tradition as a profound part of the history of Hawai'i and the American West. PPS is also committed to perpetuating Hawaiian ranching as a proud and living heritage and contributor to the economic and cultural vitality and diversity of Hawai'i.

Primary Purpose: To be present during scheduled work hours at Paniolo Preservation Society's (PPS) Paniolo Heritage Center (PHC) at Pukalani Stables to develop and manage all functions related to its mission adhering to Company Policy and Business Practices.

DUTIES:

The Onsite Manager, under direction of the Board of Directors, will have overall strategic and operational responsibility for all PPS programs, Paniolo Heritage Museum, the Paniolo Heritage Center Gift Shop and Online Store.

Lessor/Lessee

Interface with Parker Ranch, Inc., and PPS Board when issues arise that need immediate attention. This is most notable should a water line break, a fallen tree or other infrequent issues that go beyond the general maintenance of the facility

Administrative:

- Answer and respond to all PPS phone calls
- Maintain SPECTRUM internet connection for office and gift store WIFI use only
- Responsible for PPS Mac computer maintenance updating cloud-based software for Excel, Word, and Office
These programs **must be used** to provide continuity for all PPS accounting, correspondence, and rental calendar, etc.
- Manage and respond to PPS two (2) GoDaddy email accounts
- Prepare reports for bookkeeper to pick up on Fridays
 - i. Square Cash Sales Report – done DAILY; bookkeeper receives cash to deposit at bank
 - ii. Credit Card Sales Report – done DAILY
 - iii. Cash and Check Report on Membership Donations or other donations – done DAILY
- First Hawaiian Bank Credit Card; \$5K billing cycle limit
 - i. Promptly scan/email PPS bookkeeper **paid** invoices for end of cycle reconciliation
Do not scan/email **preliminary/unpaid** invoices
- First Hawaiian Bank Debit Card; \$1,500 billing cycle limit
 - i. Promptly scan/email paid invoices to PPS bookkeeper for end of cycle reconciliation
- Promptly scan/email invoices requiring check payment via PPS bookkeeper
- Maintain operation records/documentation ensuring Paniolo Preservation Society in compliance with federal, state, and local regulations (i.e., copies of all merchandise invoices, rental agreements, and all it entails, special events (i.e., Valentine's Day event)
- Research grant prospects for PPS, author grants, oversee yearly grant applications
- Maintain accurate membership data base that is readily accessible to directors upon request
- Maintain a strong social media presence and serve as webmaster for the PPS WordPress website
- Create and deliver a monthly PPS e-newsletter through our Mailchimp email base.
- Create a Spring Membership campaign mailer
- Implement strategic plan and mission of Paniolo Preservation Society
- Manage all communication and publicity related to PPS
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization
- Interface with visiting media

- Develop, manage, and maintain all applications related to PPS, presently a Facebook and Twitter account
Provide content to Facebook account maintaining family friendly presence that promotes paniolo heritage, our farmers markets, and a positive image of PPS, Hawaii ranching and agriculture, and paniolo heritage.
- Develop relationships with appropriate entities that will build visitor frequency to the Paniolo Heritage Center
- Represent the programs and point of view of the organization to agencies, organizations, and the general-public.
- Other work-related duties as assigned by President or Board of Directors
- Report part-time employee(s) hours to Altres in accordance with Altres requirements.

General Maintenance and Repair and Maintenance

- Cleaning interior of building spaces throughout the venue
- Ordering and stocking of cleaning supplies (excluding bathrooms) and repair and maintenance supplies
- Remove and dispose debris from PPS grounds including designated parking areas.
- Replace burnt out light bulbs.
- Check for any water leaks in/around buildings and main water line
- Manage vendor relationships (handyman, electricians, plumbers, lawn care) to ensure venue preservation
 - i. Any necessary work requires approval from the president and/or board of directors along with bookkeeper on funding availability
- Cleaning of gutters
- Oversee sub-contracted cleaning of bathrooms, ordering and stocking of bathroom supplies and power washing of sidewalks and buildings ensuring all are completed as scheduled

Museums:

- Meet and greet visitors
- Educate visitors about paniolo heritage
- Promote memberships – current year membership renewal forms made available
- Organize and conduct tours for visitors and school groups
- Organize “Talk Story” events to take place at PHC
- Manage and maintain all aspects and displays of the museum working with PPS curator
- Develop knowledge of all exhibits so to communicate history with visitors
- Develop and train docent volunteers for the museum and to help with projects and events

Gift Store:

- Train and manage gift store part-time workers
- Oversee all store functions
- Consistent and accurate updating of inventory

Venue Rentals:

- Manage and book events at the Paniolo Heritage Center
- Online calendar updating required
- No less than 2 full weeks prior to a booked venue rental, must provide bookkeeper with:
 - i. Rental Agreement – completed, signed, and dated by renter and onsite manager
 - ii. House Rules and Conditions of Use – signed and dated by renter and onsite manager
 - iii. Liability Insurance – minimum \$1M coverage obtained and paid for by renter naming Paniolo Preservation Society and Parker Ranch, Inc., as additional insured
 - iv. Liquor license secured and paid for by Renter when applicable
Ensure renters abide by the established Hawaii liquor laws
 - v. \$500 security fee check from renter

also,

 - vi. Do site walk-through with renter(s) prior to actual rental day to brief them on location of light switches, trash cans, bathrooms, etc.
 - vii. Do site inspection immediately following rental event to make certain no damage incurred to PPS site. If no damage, advise bookkeeper for return of security fee to renter

Farmers Markets:

- Online calendar updating required
- Promote and oversee Wednesday Waimea Midweek Market and Saturday Kamuela Farmers Market
- Manage relationships with principals of respective markets

- The farmers markets responsible for containing and hauling away all trash generated at the market

Board Meetings:

Attend quarterly board meetings providing written reports on status of operations and activities. Ensure that the board is fully informed on the condition of the organization and all-important factors influencing it.

Provide Board with timely and accurate information to enable them to make informed decisions.

Salary:

Salary will be based on qualifications.

Applications are due by Friday October 11, 2024 at 5:00pm

Submit resumes to Kanoa Alapai at kanoajohn@yahoo.com