

Contract for Services

The City of Calico Rock (City) and the Calico Rock Museum Foundation (Foundation) hereby agree as follows:

Foundation agrees to provide a staffed welcome and information center to be operated in conjunction with the museum and artisan cooperative gift shop located in the adjacent building with same to be open to the public 40 hours per week, to include time on Saturdays and some holidays. Foundation further agrees to provide the services listed in the position description attached which is made a part of the contract by reference herein. The position description may be revised from time to time by the mutual consent of Foundation and City.

The Foundation may establish policy for allowing use of the conference room by civic groups and other persons and organizations subject to City approval. Foundation may subcontract services with the Chamber of Commerce subject to City approval.

Foundation shall maintain insurance against third party liability by reason of Foundation's occupancy of the building and hold City harmless for any loss.

City agrees to lease to Foundation as part of the consideration of contract the facility located at 104 Main Street to include the building, outbuilding and the utilities (telephone, gas, electric and water). In addition, City will pay Foundation the sum of Four thousand seven hundred fifty dollars (\$4,750.00) quarterly. Foundation shall provide periodic report of center/museum activity no less often than quarterly.

City agrees it will keep and maintain the exterior of the building, including roof, walls and exterior plumbing in good repair. City will not be responsible for any damage Foundation may sustain from any cause to merchandise, records, equipment or other property on the premises belonging to Foundation.

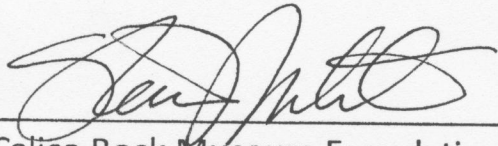
Foundation agrees to be responsible for routine maintenance and normal operating condition of all heating, electrical and air conditioning equipment and interior plumbing. Remodeling projects and/or alterations may be done with prior City approval.

A written and signed inventory shall be made of City equipment and furnishings in the facility by a representative of City and Foundation and delivered to the City Clerk within 10 days of taking possession of the facility. At the end of the contract, said equipment and furnishings shall be returned to the City along with possession of the facility in good condition, excepting ordinary wear and tear.

The contract may be terminated by mutual consent at any time or by either party giving thirty (30) days written notice to the other party of their intention to terminate same. Failure to perform or the dissolution of Foundation shall be considered default in which event the City may declare the lease terminated and shall have the immediate right to enter upon and take possession of the premises, with or without notice.



Calico Rock Mayor



Calico Rock Museum Foundation

Dec. 27-2011

Date

**Calico Rock Museum Foundation, Inc.
Position Description**

Position: Executive Director

Summary: Responsible for the management and operation of the Calico Rock Visitor Center, Museum, and Artisan Cooperative; and positively represent the community

Qualifications: An individual must perform each duty satisfactorily; must have a high school diploma or GED equivalency; be able to read, write and perform basic math; be personable and friendly; and work well with the public in order to be successful. Reasonable accommodations may be made to individuals with disabilities.

Supervisor: Board Chairman/CEO

- Duties:**
- 1) Greet visitors, answer phone calls, respond to inquiries and make guest experiences pleasant
 - 2) Provide information and entrance to the museum
 - 3) Makes sales of items located in the gift shop and visitor center
 - 4) Collect, report, and submit sales tax for all items sold
 - 5) Schedule, train and supervise volunteers according to policy
 - 6) Balancing the cash register, make deposits, and promptly pay bills
 - 7) Comply with all foundation policies
 - 8) Comply with all local, state and federal regulations and laws
 - 9) Keep the facilities clean, neat and in good working order
 - 10) Cooperate with the board, volunteers and public
 - 11) Submit a monthly finances and activities report to the board chair
 - 12) Plan, coordinate and execute museum programs and events
 - 13) Promote the museum, City and community according to board guidelines
 - 14) Grow foundation funding sources through donors and grant-writing
 - 15) Perform other duties as assigned by the board chair, executive committee or board of trustees

I, the undersigned employee, have received a copy of this position description. Its contents and what is expected in the performance of my duties has been explained to me. I understand and agree to the terms herein.

Employee: _____

Date: _____

Supervisor: _____

Date: _____