

What does an executive director of the North Olympic History Center do all day?
Not an easy question to answer, but here is a list of tasks that that are performed on a regular basis.

None of these tasks could be completed without the assistance, support, and good humor of the volunteers who donate countless hours to this organization.

Financial:

- Pay bills.
- Deposit money.
- Prepare the monthly account balance report.
- Have information available for the bookkeeper and the accountant regarding day-to-day receipts and expenses; quarterly reports to the State of Washington and the IRS; and annual reports to the State and IRS.

Research:

While the bulk of research requests are answered by Dona Cloud and her library staff, I respond to a number of “Ask the Librarian” requests and answer innumerable requests that come in via e-mail, phone or visits to our site. I work with Dona and staff whenever needed. Luckily, Dona and her crew are top notch!

- Retrieve and scan photos for customers.
- Work with the local media.
- Prepare invoices for Research Services.

Public Relations:

- Prepare and distribute press releases to all media. This includes History Tales, special events, classes, and fund raising.
- Answer the phone, answer e-mail, greet visitors and LISTEN.

Outreach/Education:

- Help to coordinate the History Tales lecture series. I make arrangements for the meeting room, meet the speaker in advance and assist with set up, do the introductions, and help with breaking things down.
- Speak to community groups about the History Center or present programs that have been prepared by Dona and Maxine.
- Present the “Mystery Box” to community groups and classrooms.
- Work with Hands on History wherever I am needed.
- Have helped to develop our participation with the RIDGE program at Roosevelt Elementary School for 2019-2020.

I travel wherever necessary to present a workshop or program and travel to Forks, Sequim and other places when needed.

Special Events:

Now that the garage sale is behind us, we are taking on some other fundraisers. In 2020, this will include helping out with a Tweed Ride and putting on a vintage fair. These activities are put on by the volunteers, but I am available for all aspects of the events.

- Prepare publicity for all events.
- Make sure everything runs smoothly; oversee all the deposits; and fill in wherever needed.
- SMILE!

Collections:

- Assist with accessioning, deaccessioning, and all aspects of collection care and inventory. Help train people in the use of the PastPerfect software program.
- Find “homes” for items that do not belong in our collection. This includes finding an organization, asking if it wants the item, then mailing the item.

Miscellaneous:

- I am the primary, initial contact for almost everything that goes on here.
- I answer all types of questions on the phone—and sometimes feel like I work for directory assistance or the Chamber of Commerce.
- I am an enthusiastic ambassador for the History Center.
- I attend board meetings, committee meetings, and non-NOHC meetings that pertain to the Center’s activities.

Less than charming:

- Yes, I do clean bathrooms. Not a terrible task unless the sewer backs up (which has happened twice.) And my volunteers are right there helping.
- Pick up garbage around the site.

Submitted by Kathryn M. Estes

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