

Contract for Services

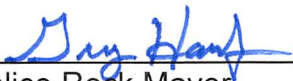
The City of Calico Rock (City) and the Calico Rock Community Foundation (Foundation) hereby agree as follows:

Foundation agrees to provide a staffed welcome and information center to be operated at the Calico Rock Heritage Museum & Visitor Center located at 104 Main Street in Calico Rock, Arkansas with same to be open to the public at least 40 hours per week, to include Saturdays. Foundation further agrees to provide the services listed in the position description attached which is made a part of the contract by reference herein, including visitor services, marketing and promotion, and economic development. The position description may be revised from time to time by the mutual consent of Foundation and City.

Foundation shall be responsible for providing third party liability insurance. The City shall bear no responsibility regarding accident or injury and shall be held harmless.

Foundation shall provide appropriate staffing, facilities, utilities, and services to fulfill the requirements of the contract. City will pay the Foundation the sum of seven thousand five hundred dollars (\$7,500) quarterly for services rendered. Foundation shall provide periodic reports to the city council no less often than quarterly.

The contract shall commence on January 1, 2019 for the term of one year and shall terminate on December 31, 2019. The contract may be terminated by mutual consent at any time or by either party giving sixty (60) days written notice to the other party of their intention to terminate same. Failure to perform or the dissolution of the Foundation shall be considered default in which event the City may declare the contract immediately terminated.



Calico Rock Mayor

1/2/19

Date



Calico Rock Community Foundation

1/2/19

Date

**Calico Rock Community Foundation
Executive Director Position Description**

Executive Director shall be responsible for the operation and the general management of Foundation's activities and services. Her specific duties and responsibilities shall include:

- A. Give direction and leadership to the formulation and achievement of the Foundation's philosophy, mission, and its annual goals and objectives;
- B. Execute board approved policies, budget, and long-range strategic plans;
- C. Oversee administrative, financial, personnel and program operations;
- D. Manage the overall operation of Foundation's facilities and equipment;
- E. Pursue additional revenue sources consistent with the Foundation mission;
- F. Develop and maintain a close relationship with community groups and leaders;
- G. Keep informed of trends, issues, and developments within the museum and tourism field through professional peer contacts, conference attendance, etc;
- H. Develop and coordinate an active volunteer program;
- I. Make guest experiences pleasant by greeting visitors, answering phone calls, responding to inquiries, providing information, and making entrance to the museum and visitor center;
- J. Oversee the operations in the gift shop and Printing Press Café & Ice Cream Parlor; collect, report and submit sales tax for all sales;
- K. Oversee the operation of the Artisan Gift Shop and Brushstrokes Gift Shop;
- L. Oversee all staff and volunteers, coordinate necessary training, and provide for regular performance review;
- M. Develop and execute a comprehensive marketing and promotion plan for the community;
- N. Develop and execute an economic development plan and serve as a point of contact for economic development for the community;
- O. Plan, coordinate and execute museum programs and events; and
- P. Perform other duties as assigned by the Chairman of the Board of Trustees or the Board of Trustees.