

PATRIOTS POINT DEVELOPMENT AUTHORITY

Description of Organizational Units

OPERATIONS DEPARTMENT

The duties and responsibilities of the Operations Department include, but are not necessarily to, the following:

- Maintenance of all ships, components, and systems, including, but not limited to, ship hull and superstructure
- All coatings and paintings
- Electrical and HVAC systems
- Fire alarm and fire suppression systems
- Custodial services for the museum and overnight camping facilities
- Public safety to include surveillance systems and physical security of the museum
- Support services for events and event rentals
- Environmental protection and remediation
- Coordination with environmental agencies
- Coordination with US Navy and Naval Sea Systems Command (NAVSEA)
- Maintenance and repair of all pier systems
- Maintenance of property and landscaping
- Emergency response, such as storm preparedness and recovery

IT/COMMUNICATIONS DEPARTMENT

The duties and responsibilities of the IT/Communications Department include, but are not necessarily limited to, the following:

- Maintenance of all IT related systems and equipment
- Maintenance of all IT security
- Procurement of all IT related equipment, including procurement for Agency departments
- Coordination with SC Department of Administration of IT services
- Agency videography services
- Production of Agency audio/visual material for programs and events
- Design and development of technology-based museum support and systems
- Public media communication
- Website design, content and maintenance
- Social media strategic planning and implementation
- Technical support for education services and programs
- Social media support for marketing and advertising
- Technical support for staff IT issues
- Design and maintenance of wi-fi systems
- Maintenance of all electronic kiosks

EDUCATION AND OVERNIGHT CAMPING DEPARTMENT

The duties and responsibilities of the Education and Overnight Camping Department include, but are not necessarily limited to, the following:

- Design, development, and implementation of In-Residence and Distance Learning programs
- Daily operations of Overnight Camping services
- Development and implementation of Overnight Camping programs
- Operations and maintenance of education support facilities, including, but not limited to, Science Laboratory, Virtual Reality systems, Theatres, Flight Academy programs and laboratory
- Planning, production, implementation and presentation of public symposia and special programs
- Coordination with Grants Manager for support of funding applications to support public school visitation program and Distance Learning
- Liaison with SC Department of Education and various committees of the General Assembly
- Coordination with county school districts for support services
- Design and production of 5th grade science and math education program texts
- SC Teacher Recertification Conference (annual)

EXECUTIVE DEPARTMENT

The duties and responsibilities of the Executive Department include, but are not necessarily limited to, the following:

- Supervise all Department Managers
- Develop Annual Budget
- Develops and implements 3 Year Business Plan
- Responsible for assigning tasks, projects and programs for the Agency
- Prepare and present reports to Committees and Agencies of the State
- Prepare all Board and Agency Committee meetings
- Coordination with the Yorktown Foundation and Yorktown Association
- Manage Agency properties and leases
- Manage personnel advice with advice of Human Resource office
- Conduct thirty presentations to organizations statewide
- Coordinate interdepartmental projects and programs
- Coordinate with local governments as necessary
- Develop action plan for all grant applications

MARKETING AND SALES DEPARTMENT

The duties and responsibilities of the Marketing and Sales Department include, but are not necessarily limited to, the following:

- Develop and manage Annual Marketing Plan
- Coordination with marketing consultant on advertisement placement
- Registration of all overnight campers and coordinates meal and program services
- Coordination of event rentals
- Assist Communications Department with social media marketing
- Coordinate all Volunteer and Docent functions
- Coordinate day group visits with tour bus companies
- Manage “Groupon” programs
- Manage “on property” advertising for services and sale of goods
- Assist Grants Manager with funding applications for marketing and advertising
- Meet regularly with Boy and Girl Scout Councils throughout the southeast

MUSEUM SERVICES DEPARTMENT

The duties and responsibilities of the Museum Services Department include, but are not necessarily limited to, the following:

- Responsible for accountability, warehousing and display of all artifacts and exhibits
- Responsible for interpretation of history content for exhibits and programs
- Responsible for development and implementation of Museum Master Plan under the direction of the Executive Director
- Responsible for acquisition of new exhibits and artifacts
- Coordination of consultant activities relative to construction of new exhibits and maintenance of artifacts
- Assist with historical content of programs, events, printed materials, etc.
- Liaison with the Medal of Honor Museum onboard the USS Yorktown

ADMINISTRATIVE SERVICES DEPARTMENT

The duties and responsibilities of the Administrative Services Department include, but are not necessarily limited to, the following:

- Manage all personnel files and administrative actions
- Account for all revenue and expenditures
- Assist the Executive Department with proposals of the annual budget
- Prove liaison with Tenants to account for lease revenue
- Act as liaison for the Executive Director with State Agencies regarding personnel and financial matters
- Manage ticketing for museum admission
- Management of the gift shop
- Manage all concession activities and accounts
- Contract management with “onboard” caterer

