



## MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

*We strive to be professional, caring and fair*

To: Jeaneen Witt, Town Manager  
From: Amy Zengotita, Parks/Rec & Museum Educator  
Date: April 1, 2016  
Subject: Museum Educator's end of the month report for March 2016

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Below is the summary of the Museum Educator's activities during the month of March.

Visitor Attendance	211
Tours	17 hrs.
Exhibits	2 hrs. (Researched new exhibit ideas)
Outreach	3 hrs. (Prepared for and implemented ECHO Rangers program)
Programming	3 hrs. (Organized and implemented Spring Lecture Series)
Projects	10 hrs. (North and South Turn Markers; Green Mound National Registry Nomination)
Administration	21 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; prepared Historic Board staff report; reviewed Historic Board packet; researched 16/17 museum budget items; prepared Accession Committee report and packet)