



- Job Posting:** Museum Manager (13 month Maternity Leave Contract Position)
- Job Duration:** August 12, 2015 to September 10th, 2016
- Hours of Work:** This is a temporary, part-time senior management position. The successful candidate will work Thursday to Saturday, 25 hours per week, with some flexibility for working evenings and at special events.
- Salary:** Hourly rate of \$18 - \$20, depending on experience
- Position Summary:** The Mission District Historical Society is seeking an individual for the position of Museum Manager. This is a temporary, part-time job to cover a maternity leave and entails managing a community museum. Duties include: administration of the Mission Museum according to the policies and procedures established by the Board of Directors and museum standards; management and development of the collections; supervision and training of staff and volunteers; management of the Museum website and content in Facebook and Twitter; collaboration with community partners and development of public programs to further goals and objectives of the museum and enhance its sustainability and relevance.
- Requirements:**
- Previous work experience in a museum.
 - Knowledge of basic museum standards and practices
 - Basic computer skills
 - Strong interpersonal and team work skills
 - Exceptional oral and written communication skills
 - Pass a criminal record background check
- Would be an asset:**
- A recognized university degree and preferably schooling in museology on a diploma or degree level.
 - Knowledge and experience working in collections management and curatorship.
 - Team skills, organizational abilities and a creative approach to exhibition development and programming.
 - Demonstrated abilities to multi-task, meet deadlines, supervise a budget and achieve project deliverables.
 - Familiarity with standard office computer software and collections databases (*Past Perfect*)
- To Apply:** Send a cover letter, resume and a minimum of two employment references to: manager@missionarchives.com or mail it to Mission District Historical Society, P.O. Box 3522, 33215 Second Avenue, Mission, BC V2V 4L1. No phone calls please.

We thank all applicants for their interest, however, only individuals short-listed for interviews will be contacted.

Application Deadline: June 30th, 2015