

The Canmore Museum & Geoscience Centre is looking for a

Museum Director

This position manages the operation of the Canmore Museum at the Canmore Civic Centre and the North West Mounted Police Barracks, both in Canmore, AB.

We need an individual experienced in a museum or not-for-profit environment. He/she will have demonstrated successful fund development skills, excellent people skills, and strong written and oral skills. Experience in public relations and marketing is also important. The successful applicant will also have a degree in at least one of a History, Museum Studies, Arts Administration or a related discipline. An interest in local history and geology is a must.

Interested persons should contact Andrew Holder (President of the Museum Board) by December 31st 2015 at andrewholder21@gmail.com or phone 1 403 607 3198.

Job Title: Museum Director

Responsibilities

Reporting to the Board of Directors, the Museum Director oversees full operation of the Canmore Museum and Geoscience Centre at the Civic Centre and is also responsible for the North West Mounted Police (NWMP) Barracks on Main Street and the Museum off-site storage location, all in Canmore. The incumbent is an experienced manager, demonstrating successful fund development skills, excellent people skills, excellent communication skills, both written and oral, and is experienced in public relations and marketing. Current staff levels comprise two full time staff including the director, two part time staff and up to four students in the summer.

Specific areas of responsibility include;

Management

- Manage the day-to-day operations of the Museum and the NWMP Barracks
- Recruit and supervise permanent staff and temporary summer students.
- Develop a viable volunteer base to help with operations and special events.
- Maintain effective staff/volunteer selection, training, career development, appraisal, organization, work arrangements, and conditions, including regular staff meetings.
- Oversee management of the Museum Gift Shop and North West Mounted Police Barracks historical site.
- Monitor, evaluate and control implementation of plans, policies, directives and standards.
- Ensure security and safety of staff, visitors, collections, equipment and property.
- Procure goods and services within delegated authority including handling daily mail, banking and coding invoices.
- Oversee handling of museum memberships, mailings and newsletters.
- Work with the bookkeeper to keep financial records current and accurate and to keep the museum operating within its annual budget.
- Develop annual museum operating budgets with the Board President and Treasurer.

Fund development

- Maintain up-to-date information on and seek alternative sources of funding such as grants, sponsorships and private/ public sector partnerships. Prepare grant applications and reports and liaise with the appropriate granting agencies.
- Assist the board with fundraising activities including donor relations and planning of new fundraising initiatives.

Public Relations and Marketing

- Develop and coordinate marketing and public relations activities for the Museum and Barracks, including reviewing or creating media releases, posters, brochures, and public announcements for events and programs.
- Develop and maintain appropriate social media communications.
- Establish and maintain good working relations with local business interests, community groups, Historical Societies, Tourism groups and the media.
- Establish and maintain good working relations with both local and provincial government representatives.
- Respond to speaking and guest appearance invitations and be available for media interviews.
- Identify opportunities for public participation and school programs and oversee development of these programs.

Qualifications/Experience

- A degree in History, Museum Studies, Arts Administration or a related discipline, with experience in a museum or not-for-profit environment.
- Knowledge of theory and practice of museum operations, including collection management, visitor services and exhibit and program development.
- Demonstrated fund development capabilities.
- Excellent people skills.
- Proven skills in marketing and fundraising for arts/heritage institutions.
- Excellent written and oral skills.
- Proven skills in developing, organizing and promoting programs and events.
- Experience with accounting controls, budgets, finances and statistics.
- Comfort in the use of computers as well as knowledge of the Internet and social media, including Facebook and Twitter.
- A driver's license and access to a vehicle is considered an asset.