



## **Executive Director**

The Oliver and District Heritage Society is seeking a highly motivated heritage professional to lead the Society in planning and implementation of a holistic approach to the preservation and celebration of the community's rich history.

Reporting to the ODHS Board of Directors through the Chair, this person will oversee the day to day operations of a not-for-profit society, a museum and an archive.

Society staff are part of a larger team which includes the ODHS Board and community volunteers who are committed to creating an effective and efficient heritage team. A commitment to community creates an organization that is, in turn, supported by the community.

### **The successful candidate will be able to demonstrate they possess:**

- Formal post-secondary accreditations (B.A. or higher) in heritage resource management such as Archival or Museum Studies, Heritage Conservation or other related fields
- Ten years of working experience in the heritage sector with a minimum of 4 years in a supervisory role for both staff and volunteers
- Minimum of two years' experience leading an organization including budget development and management, annual and strategic planning
- Previous experience in collections management, exhibition development, public programming and community outreach in one or all three heritage preservation disciplines (museums, archives, built heritage)
- Knowledge of legal and ethical issues and the legislative environment for museums, archives and built heritage conservation
- Proficiency in the collections management software PastPerfect 5
- Proficiency in MS office suite including Word, Excel, Access, PowerPoint and an e mail delivery system
- IT experience with basic hardware and software (I.e. computer maintenance, printer installation, software installation etc.)
- Strong, creative leadership and inter-personal skills
- Outstanding communication (both written and oral) and analytical skills that demonstrates an ability to be collaborative, inclusive and flexible
- Attention to detail with the ability to handle multiple tasks and meet deadlines
- Able to work flexible hours from time to time

### **Knowledge of/experience with the following would be considered an asset:**

- Proficiency in Adobe InDesign and other creative software
- Experience working for a not-for-profit organization
- Knowledge of Quickbooks accounting software
- Experience using Facebook and other social media feeds for an organization

**Proposed start date:** as soon as possible

**Hours:** full-time, 35 hours/wk.

**A full job description is available on the Society's website: [www.oliverheritage.ca](http://www.oliverheritage.ca).**

**Salary and benefits:**

- salary up to \$42,300 per annum
- 3 weeks paid vacation plus time off between Xmas and New Year
- professional development support
- potential for medical benefits to be negotiated

**Résumé, cover letter should be submitted by email or mail to:**

Sue Morhun, Board Chair  
Box 847  
Oliver, BC V0H 1T0  
[odhsemployment@gmail.com](mailto:odhsemployment@gmail.com)

**Closing Date:** Friday, March 18, 2016; 4:00 pm

We thank you for your interest. Only those candidates short listed for an interview will be contacted directly.