



Vancouver Police Museum & Archives - Museum Director

About the Vancouver Police Museum & Archives

Ranked one of the best police museums in the world by the International Police Association, The Vancouver Police Museum and Archives is a small independent museum run by the Vancouver Police Historical Society, a non-profit charitable organization. The Museum's foundations began in celebration of the Vancouver Police Department's centennial anniversary in 1986 and has since expanded its mandate beyond the blue lens of local law enforcement to include the history of the Vancouver Coroner's Services and the historic City Analyst Laboratory that houses the Museum.

The Museum's vision is to foster a community that is dedicated to open dialogue on the topic of law enforcement and crime in Vancouver's past and present by;

- Providing a rounded perspective and an open and safe place to discuss topics of law enforcement and the science of criminal and death investigation related to the City of Vancouver
- Engaging visitors with intriguing contextual information that places the choices and practices of local law enforcement within a wider scope the city's history and needs of Vancouver's citizens

Job Summary

Reporting to the Vancouver Police Historical Society Board of Directors, Museum Director is responsible for the strategic leadership and day-to-day operations of the Vancouver Police Museum & Archives. The Museum Director provides leadership and advanced ideas in museum management that strives to maintain the highest level of museum and archival standards while supporting the community the museum serves through civic engagement and public exhibitions.

Roles & Responsibilities

Creativity

The Museum Director is the museum's source of creative energy, a catalyst for ideas and innovation that set the museum apart from its contemporaries. It will be the Museum Directors experience that provide forward thinking concepts and ideas that ensure regularly changes to programs and exhibits that keep the museum fresh and new

Human Resources

The responsibility for the recruitment and management of staff and volunteers to operate the museum in all its aspects within the constraints of the operating budget falls to the Museums Director. The Police Museum is seen as an opportunity for the Museum Director to provide leadership and mentorship to young professionals in the early stages of career development.

Community Engagement

Work with programming staff to devise, develop and present a wide range of programs that meet the needs and interests of a diverse group of stakeholders within the community in an integral part of the position. Supporting the growth and development of new audiences on site and online through captivating marketing strategies and their implementation is essential for the success of the position. In addition the Museum Director is the spokesperson and public representative of the Museum, it will be his/her responsibility to develop strategic plans to encourage and maintain museum memberships and community relationships as well as liaise with persons from all executive and operational levels of the VPD.



Curatorial Management

While not directly responsible for the day-to-day operations of the collection, the Museum Director must be knowledgeable in best practices and museum standards for collection and archival management. The Museum Director provides a stable environment for the care and preservation of the museum's holdings.

The Museum Director also sets the pace for exhibition timelines and project management ensuring a range of topics are explored that engage the community and represent the museum's mandate.

Financial Management and Fundraising

Undertaking the management all aspects of museum finances: daily account balances, revenue and expenditures, payables and receivables, special and long term financial needs is the responsibility of the Museum Director. Setting a positive course for financial well-being by comparing, analyzing and explain budget performance is an important component to the position.

As a self-funded organization the Museum Director is required to identify fundraising needs, best sources for funds and write fundraising requests, grants, and develop sponsorship opportunities.

Board of Directors Relations

It will be the Museum Director responsibility to deliver quarterly state-of-the-museum summary reports to the Board and prepare comprehensive reports for the Annual General Meeting: financial statements, operational and curatorial reports, strategic plans and financial forecasts.

Heritage Building Maintenance

The Vancouver Police Museum is housed in a City of Vancouver owned building with designation in the Vancouver Heritage Register. The care and maintenance the building fall to the Society and is managed by the Museum Director. It is important to be able to develop positive relationships with municipal staff to ensure proper care of the building.

Knowledge & Competencies

- University degree in Museum Studies, Education, History or a related field
- Minimum of 4 years experience working in a professional arts & cultural administrative supervisory role
- Experience in or knowledge of the museum/heritage sector
- Skills in building and managing relationships involving a variety of stakeholder groups
- Experience in planning and managing cash flow forecasts, operating budgets and financial reporting;
- Ability to develop and implement planning processes and marketing strategies;
- Proven skills as a clear and dynamic communicator who is passionate about leading
- A proven record of working effectively with a Board of Directors
- Experience in and knowledge of private fundraising and grant writing is essential.
- Critical thinking and innovative problem solving skills with a high level of self motivation.
- Strong oral and written communication skills
- Able to lift and carry boxes and supplies up to 25lbs
- Valid driver's license with access to a car

Work Expectations:

This position is at 80% full-time comprising of 30 hours per week over 4 days. Schedule flexibility is required for seasonal evening and special event programming. Remuneration is between \$35,000 - \$37,000.

Application deadline: August 25, 2019 at 5pm

Please submit your resume by email to: director@vancouverpolicemuseum.ca

Vancouver Police Museum, 240 E. Cordova Street, Vancouver, B.C. V6A 1L3