



### *Mackie Lake House Foundation*

Operates a self-supporting 1910 Heritage House  
On Kalamalka lake, Coldstream, BC and requires a

## **GENERAL MANAGER**

### **Qualifications will include:**

- Positive and effective oral and written communication skills
- An interest in Heritage
- Excellent planning and organization skills, showing a proven ability to, without supervision, plan, organize, and execute tasks and manage projects within budget
- Oversee the operation and maintenance of buildings and grounds, furnishings, and artifacts at Mackie Lake House to a high standard, for the education and enjoyment of the community
- Administer and promote existing programs and events (eg. School fieldtrips; Artist in Residence), analyze them, and develop new ones that are consistent with the aims and objectives of the Foundation
- Ensure professional representation of the Foundation at all times
- Ability to work with the Board, volunteers and the community at large
- Demonstrated written, computer and social media skills

A background in Arts and Culture and or Management in Arts and Culture, would be an asset. As Mackie Lake House Foundation is a relatively financially self-sufficient, the job requires little or no fundraising. Grant writing for summer students and projects determined by the board is required. The successful applicant would work out of an office in the Mackie Lake House. The job requires attending approximately 8 evening Board meetings a year and would require some (not all) weekend work.

Currently this position is full time from April 15 thru October 15 and half-time during the winter period. The position includes planning and coordinating programs, events, rentals, house tours for young and old. It includes organizing part time staff, summer students, contractors and volunteers. Some flexibility on work times could be worked out with a successful candidate. Accounting, gardening, cleaning, and some administration work is done by others. Work to commence March 2020.

Interested applicants please apply with cover letter, resume  
(including work history), references and wage expectations to:

**Neil Woolliams, President-Mackie Lake House Foundation**

**7804 Kidston Road, Coldstream BC V1B 1S2**

**Email: [NeilWoolliams@gmail.com](mailto:NeilWoolliams@gmail.com)**