

May 2021



Museum of the Cariboo Chilcotin  
1660 B Broadway Ave S.  
Williams Lake, BC V2G 2W4

The Museum of the Cariboo Chilcotin is looking to fill the position of Manager, which oversees the office management and collections management responsibilities of the museum. Reporting to the Board of Directors, this permanent position is 35 hours per week at \$23/hour with benefits. Occasional work on weekends and evenings is required. The ideal candidate is an experienced professional, dynamic, outgoing, a team leader, and eager to take on new challenges. This is a multi-faceted position which offers the opportunity to implement and lead new projects, programs, and ideas, and to grow with the organization.

### **Job Requirements**

- Certificate or degree in an applicable discipline such as museum management, office management, business administration, or a combination of related training and experience
- Must be a strong self-starter with the ability to work independently and provide effective leadership in a team setting. The ideal candidate would have a strong ability to solve problems, identify opportunities, and initiate projects
- Minimum of 1 year experience in office administration and finances
- Minimum of 1 year experience hiring, training, and supervising staff and/or volunteers
- Knowledge of standard office procedures
- Knowledge of basic financial and accounting principles
- Knowledge of QuickBooks software
- Proficient in Microsoft Office Word and Excel
- Knowledge of archives and museum collections management practices, or willingness to learn
- Strong written, verbal, and oral communication skills and interpersonal skills
- Well organized, efficient, goal oriented, strong ability to meet deadlines, and excellent time management skills
- Knowledge of PastPerfect software an asset

### **Responsibilities**

#### **Office Management**

- Engage with museum visitors and members of the public through telephone, email, written correspondence, and in person
- Maintain the museum office in good order, monitor the inventory of office supplies, equipment, and furniture, and purchase as required
- Coordinate all financial activities including payroll, budget tracking, bank deposits, accounts payable and receivable, etc. and maintain the organization's financial records utilizing QuickBooks software. Coordinate with accountants and the Treasurer. Participate in annual budget development.

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- Seek out and write grant applications, prepare budgets, track grant income and expenditures, oversee grant-funded projects, and write reports
- Research and prepare operational policies, procedural documents, reports, spreadsheets, budgets, etc.
- Coordinate the hiring process and train and supervise all staff and volunteers who report to this position
- Coordinate staff schedules, vacations, sick leave, time sheets, etc. in communication with the HR Representative
- Support the Marketing and Communications Coordinator in public outreach, advertising, tours and visitors, and social media initiatives
- Support the Board of Directors and the Marketing and Communications Coordinator in planning and implementing events
- Coordinate with other facility management staff with regards to the building, hours of operation, maintenance, and related matters
- Liaise with various local community and heritage organizations, municipal services, and individuals to develop partnerships and collaborate on projects

### **Collections Management**

- Oversee all collections management activities and ensure all aspects of collections management are carried out in accordance with professional standards
- Coordinate collection acquisitions and procedures following organizational policies and best practices
- Support the Project Coordinator in exhibit, collections management, and archival projects. Work in conjunction to plan, develop, and execute exhibitions
- Coordinate with the Project Coordinator to fulfill research requests utilizing the museum archives, artifact database, and general research
- Coordinate all incoming and outgoing loans of artifacts or archival material
- Monitor the inventory of collections supplies appropriate for the long-term preservation of the collection, including conservation supplies and archival storage materials

This position also undertakes other tasks and responsibilities as required.

**Application Deadline:** June 18, 2021, or until position is filled.

Please send a resume, cover letter, and references via email to [mccoffice@telus.net](mailto:mccoffice@telus.net) or in person at the Museum of the Cariboo Chilcotin at 1660-B Broadway Ave S. Williams Lake.

The Museum of the Cariboo Chilcotin is an equal-opportunity employer.

We thank all applicants for their interest, however only those selected for an interview will be contacted.