



Vancouver Police Museum & Archives - Museum Director

Housed in Vancouver's most intriguing heritage building, the Vancouver Police Museum & Archives (VPMA) provides a unique lens through which to explore Vancouver's history.

The VMPA is an independent museum run by the Vancouver Police Historical Society, a registered charity. Its 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
- 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 changing needs of Vancouver's citizens

Job Summary

Reporting to the Vancouver Police Historical Society Board of Directors, the Museum Director is responsible for the strategic leadership and day-to-day operations of the VPMA. With a solid understanding of museum management, they motivate staff to reach high standards of museum and archival practices. The Museum Director is the spokesperson and public representative of the museum, with proven relationship management skills and a community-minded approach to all civic engagement and public exhibit opportunities.

Roles & Responsibilities

Project Management – The Museum Director is the museum's strategic leader, directing operations, programs, and activities on a day-to-day basis. They provide forward thinking ideas and inspire staff and stakeholders to engage in new programs and exhibits that keep the museum fresh and relevant. They also set the pace and lay the groundwork for success for staff by ensuring necessary timelines, budgets, and resources are in place.

Financial Management and Fundraising - 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 analyzing and explaining budget performance is an important component to the position. As a self-funded organization, the Museum Director is required to identify fundraising needs and best sources for funds, and to write fundraising requests, grants, and develop sponsorship opportunities.

Community Engagement - Supporting the growth and development of new audiences on site and online through captivating marketing strategies is essential for success of the position. As the public representative of the museum, it is the Museums Director's responsibility to develop strategic plans to encourage and maintain memberships and community relationships. They will

liaise directly with persons from executive and operational levels of the Vancouver Police Department.

Board of Directors Relations - The Museum Director acts as a professional advisor and guide to the Board of Directors on all aspects of the organization's activities and works closely with them to shape and maintain the vision and strategic plan. State-of-the-museum summary reports are delivered quarterly and comprehensive reports are prepared for the Annual General Meeting: financial statements, operational and curatorial reports, strategic plans, and financial forecasts.

Human Resources - The VPMA provides the opportunity for the Museum Director to be a leader and mentor to young professionals in the early stages of career development. They are responsible for recruitment and management of staff and volunteers in a positive, inclusive atmosphere.

Heritage Building Maintenance - The VPMA is housed in a City of Vancouver owned building with designation in the Vancouver Heritage Register. The care and maintenance of the building falls 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 and Competencies

- University degree in Museum Studies, Education, History, Business/Marketing, or related field
- Minimum 3 years of experience working in a professional arts & cultural administrative supervisory role
- Experience in and/or knowledge of the museum/heritage sector
- A proven record of working effectively with a Board of Directors
- Experience in and knowledge of private fundraising and grant writing is essential
- Experience in planning and managing cash flow forecasts, operating budgets and financial reporting
- Skills in building and managing relationships involving a variety of stakeholder groups
- Ability to develop and implement planning processes and marketing strategies
- Proven skills as a clear and dynamic communicator who is passionate about leading
- Critical thinking and innovative problem-solving skills with a high level of self-motivation
- Valid driver's license with access to a car
- Proficient in Microsoft applications, Google Workspace, and online meeting platforms

Work Expectations

This position is at 80% full-time comprising 30 hours per week over 4 days. Schedule flexibility is required for seasonal evening and special event programming. Remuneration is between \$41,000-\$44,000

Application Deadline

January 31, 2022 at 5pm

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

No phone calls please