



**Position: Curator/Executive Director (Full-time/Seasonal)**

**Reports to:** Board of Directors

**SYNOPSIS:** Your leadership and organizational skills and stewardship of our artifacts, archives, exhibits, programs and budgets will ensure the Pemberton Museum continues to provide excellent service to our stakeholders. As a representative of the Pemberton Museum and Archives society you will steward, promote, and manage curatorial and collections services that define the Pemberton Museum's mandate and themes. Your attention to detail and service oriented approach will serve you well as you keep our community and the visitors to our community, involved and excited about the people, places, traditions and stories that illustrate Pemberton. The Curator will be accountable to the Board of Directors.

**RESPONSIBILITIES:**

**Business Development** – creates and executes the annual business plan using project management and human resources. Promotes the Pemberton Museum & Archives Society's key themes & mandate. Liaise with voluntary groups, the community, industry and grant agencies to secure sponsorship for programs, events, publications and development projects. Assists the Board in long term planning and records all formal plans in a master plan document. Applies for funding and manages grant monies as per funding requirements and completes final reports. Assists with capital campaigns and fundraising initiatives.

**Policy Development** – develops and implements policies, manages staff and carries out museum priorities. Assists the Board in policy development.

**Operations** – Oversees daily activities and procedures of Collections, Programing, and Operations departments to streamline overall operations and ensure daily activities are supporting the short and long term goals of the Business Plan.

**Public Relations & Liaison** – liaises with trustees, local council and political groups to secure ongoing support of the long range business plan. Represents the museum as a spokesperson when relevant. Corresponds with other museums and organizations as directed by the board. Send out press releases regarding operating hours and special events. Responsible for the management of the website and social media accounts and the creation and distribution of the PDMAS newsletter.

**Collection Management** – effectively implements and manages short and long term collection and archival initiatives according to basic museum practices and principals,



including Rules for Archival Description (RAD). Responsible for volunteer and staff co-ordination and training, budgeting and project management, grant applications, and monitoring the care of the collection to ensure long term preservation. Implements and reviews Collection policies, technologies and best practices as required to steward the collection.

**Personnel** – Assists the board in ensuring a positive work environment. Recruits and hires staff with assistance from Personnel Committee. Coordinates staff and volunteer work assignments. Follows all Human Resources policies and ensures BC Labour Standards are enforced. Assists with board and committee development.

## **QUALIFICATIONS:**

### *GENERAL:*

- Dynamic leadership style, ability to resolve conflict and negotiate win/win outcomes, persuasive presentation skills and strategic thinking.
- Business Administration skills – knowledge of budgets, cash flow forecasting, management and interpretation of financial statements and the ability to generate revenue.
- Service oriented with excellent customer service skills
- Team worker, previous experience leading in a team environment
- Innovative, previous experience developing programs and/or services, and/or events
- Community Awareness, familiarity with Pemberton and the Sea to Sky Corridor a definite asset

### *SPECIFIC:*

- Minimum 2 years Post-Secondary education specific to Anthropology, Cultural Resource Management, Conservation, History, Museum & Archives Studies, Tourism or Business Administration.
- Previous experience leading a team, training, coaching and mentoring.
- Experience presenting to public and/or education/training experience.
- Experience managing a budget, writing grant applications and reporting variances.
- Experience collecting data and writing formal reports
- Experience participating on not-for-profit boards and committees
- Experience working in a small archives & collections environment is an asset.
- Accession and/or Collection management experience and familiarity with methodology is an asset.
- Proven track record of securing funding through various means such as grant writing and partnerships is an asset.



Pemberton &  
District  
Museum &  
Archives  
Society

- Literate in MS OFFICE [word, excel, access, publisher, outlook], graphic & design software, file management software.
- Previous experience managing an operation or facility management is an asset.

**Consults with:** Board of Directors

**Term of employment:** (Full time, \$30/hr., 42 weeks, 1680 hours) April 01 2022 – Dec 19, 2022.

Resumes will be accepted until **Mon, March 21, 2022 at 4:00 pm**. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted. Please forward resumes with cover letters to: **Board of Directors** [info@pembertonmuseum.org](mailto:info@pembertonmuseum.org).