

Heritage Manager

Full Time: Contract

Salary: \$50,000 annually (negotiable depending upon experience and qualifications)

Start Date: As early as possible

Application Deadline: April 30, 2022

The Lillooet District Historical Society (LDHS) is dedicated to preserving the Lillooet area's history and promoting tourism working from a community museum in Lillooet, British Columbia. Our vision is to revitalize the museum, which was established in 1963, and to engage the community and visitors in a variety of public programs such as historical tours, educational activities, and exhibits.

<http://lillooet.ca/Arts,-Culture-Community/Visitor-Information-Centre.aspx>

Duties:

The successful candidate for Heritage Manager will lead staff and volunteers in support of the LDHS mission to preserve and promote local history and tourism. The Heritage Manager will prepare and manage the annual budget, develop a strategic plan, and manage approved projects. They provide support for Board meetings and oversee administration, programs, and implement the strategic plan approved by the Board.

This position will be responsible for community outreach, operations, policy, financial management, bookkeeping, grant writing, and marketing working under the direction of the Board President. The Heritage Manager is responsible for representing LDHS in Lillooet and regionally, and for establishing and maintaining community partnerships; in particular, maintaining and strengthening the LDHS relationship with the local St'át'imc First Nation community, Miyazaki House, Tourism Lillooet, the Chamber of Commerce, and forming new partnerships with businesses. The Heritage Manager provides museum and archival services to the public, provides, or arranges building maintenance and housekeeping, and is responsible for volunteer coordination, oversight of exhibits, events, programs, collections care, and other duties as assigned.

Qualifications:

- University or college level graduation in a related discipline (e.g., museum studies, archival studies, human geography, history, or communication).
- 1-5 years of progressively responsible experience in the delivery of professional history or cultural programs including experience in facility management.
- An equivalent combination of education and experience will be considered.
- Must have technical experience and expertise applicable to the specific role.
- Experience in supervision of staff is required.
- Work experience in a museum or other cultural facility/heritage site is required.
- Demonstrated proficiency with use of computers, grant writing, and digital marketing is required.

LDHS is an equal opportunity employer and encourages applications from all qualified candidates.

To apply please submit resume, cover letter, references, and samples of past grant writing work by email to the Lillooet District Historical Society at ericstat@live.com To expedite hiring, mail-in applications will not be accepted, and only shortlisted applicants will be contacted.