



DEPARTMENT OF CULTURAL SERVICES

MUSEUM SUPERVISOR

Application Deadline: April 18, 2022

Overview:

The City of Humboldt is currently seeking a permanent, fulltime Museum Supervisor in the Cultural Services Department. Under the direction of the Director of Cultural Services; the employee in this position will oversee daily operations and supervision of permanent and seasonal staff at the Museum, Gallery, Original Humboldt site, Water Tower, and Public Art.

The wage rate for this position is \$23.95/hour (2022 rate) in accordance with the City's agreement with CUPE Local No. 2359. The City of Humboldt has an excellent benefits program, as well as the Municipal Pension Plan.

Duties & Responsibilities:

- Provide direction and supervision of permanent and seasonal staff to ensure that the daily tasks and special projects required of the department are completed in a safe, effective, and efficient manner.
- Responsible to work with the Cultural Services Director to develop work schedules for the Department.
- Uphold appropriate museum standards for environmental conditions and cleanliness of all facilities or site.
- Oversee the provision of reception and information services to ensure all sites are open for visitors as per scheduled hours of operation.
- Train and supervise staff and foster teamwork and communication.
- Recruit, retain and recognize volunteers in all aspects of the Department.
- Conduct research and write interpretive text for exhibits, education, and public programs.
- Oversee staff orientation and ensure staff awareness of all policies and procedures.
- Administer general maintenance of buildings and sites to ensure staff and public safety.

- Oversee the development, implementation, and evaluation of education programs.
- Develop and coordinate all aspects of the public programs, including tours, special events, workshops.
- Coordinate the research, development, shipping, condition reporting of temporary and travelling exhibits at the museum and the art gallery.
- Develop and sustain partnerships with artists, community groups and provincial organizations for and sponsorship with individuals and organizations for projects, exhibits and programs.
- Oversee collections management including the conservation, safety, and documentation of the permanent and special collections.
- Develop marketing and public relations materials for programs, exhibits and activities.

Knowledge & Abilities:

- Excellent communication skills – written and verbal.
- Extremely organized to manage several projects and sites simultaneously.
- Maintaining operational procedures and reporting on activities such as gift shop, donations, fund-raising events, and general statistical data.
- Proven track record in successful grant writing, program management and reporting.
- Be informed and knowledgeable about Humboldt’s culture and heritage.

Education, Training & Experience:

- Graduation from a recognized Museum Studies program and/or equivalent experience in a museum.
- Prior experience in museum collections management.
- Prior experience in the development and provision of education and public programs.
- Prior experience (3-5 years) supervising staff and working with volunteers.
- Excellent oral and written communication skills.
- Excellent public relations skills and an effective working relationship with all areas of the public.
- Knowledge of electronic equipment, computer hardware and software, including applications and programming.
- Physically able to perform duties as required.
- Possession of a valid Saskatchewan Class 5 Driver’s License



Hours of Work:

- General work schedule – Tuesday to Saturday 8:30 am – 5:00 pm
- 37.5 hours per week
- Special events and programs require flexibility in the work schedule (working evenings)

A Criminal Record Check will be requested as a condition of employment.

Please submit your resume to:

Jennifer Fitzpatrick, Director of Cultural Services

City of Humboldt

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Phone: (306) 682-5226 ext. 3