



**Job Title:** Museum Manager

**Wage:** \$22-26 hourly based on experience and aptitude

**FT/PT:** Full-time

**Location:** Tofino, British Columbia

**Company name:** Tofino Clayoquot Heritage Museum

The Tofino Clayoquot Heritage Society is a registered non-profit charity which runs a community museum located on the first floor of the Tofino Legion called "The Tofino Clayoquot Heritage Museum."

The successful candidate will be expected to perform a variety of duties around the management of a community museum and archives. Reporting to the president and vice president as needed, the successful candidate will be responsible for day to day general administration and operations of the museum, monthly meeting minute taking, some financial administration, fundraising, grant writing, upkeep of displays and display area, collections and archives management, marketing and social media engagement, event management as required, exhibition management, oral history development, programming, research, community and First Nations engagement .

The museum manager will also be expected to be involved in the hiring and supervision of summer students.

Job requirements include a responsible and proactive mindset, and ability to deal positively with the public. An eye for detail and follow-through in all aspects of the job are required. An understanding of museum management issues and the ability to adhere and apply professional standards is essential. The ability to work with a team as well as alone is also important.

If you are interested, please e-mail covering letter and resume to:

Steve Bernard

President,

Tofino Clayoquot Heritage Society

[sbernard@methodmarine.ca](mailto:sbernard@methodmarine.ca)