**Job Title:  Museum Manager**

**Institution:**Mission Museum

**Location:**33201 Second Avenue, Mission, BC

**Salary:**  $30,000 CAD per annum | $23.08/ hour | Part-Time (25 hours/ week)

**Closing Date:**Open for applications until position is filled.

**Web link to Institution:** [Mission Museum](https://www.missionmuseum.com/)

The Mission District Historical Society (MDHS) seeks an energetic, motivated, responsible, innovative and culturally-aware Museum Manager. The successful applicant will manage an historic building owned by the City of Mission which houses the Museum and is operated by MDHS. Reporting to the MDHS Board and interacting with other branches managed by the society, responsibilities include Collection Management, Financial Management, Fund Raising, Programme Development and Implementation, Human Resource Management, External Relations/Community Engagement, and Facility Management.

**The successful candidate will:**

* Plan, organize, direct, control, administer, monitor and evaluate community museum operations
* Recruit museum summer staff and volunteers, developing supporting job/task descriptions
* Supervise, train, develop and evaluate museum staff and volunteers
* Undertake financial planning and budgeting
* Undertake grant application and fund-raising
* Work effectively with a Board of Directors, other MDHS staff and external agencies
* Manage all aspects of collections management, including the development and maintenance of collections care strategies.
* Undertake community outreach and engagement, including the management of Museum social media, website, and newsletter.

**ESSENTIAL QUALIFICATIONS**

The successful candidate will have:

* Experience working in a museum or other cultural facility/heritage site setting
* University or college level graduation in a related discipline (e.g., museum studies, history, human geography or communication) is preferred.
* An equivalent combination of education and experience will be considered
* Possess well-developed information technology and social media skills
* Possess excellent organizational skills, self-motivation, and adaptability.

**TO APPLY:**

E-applications only to: [missiondhs@yahoo.ca](mailto:missiondhs@yahoo.ca)

* Subject Line: Museum Manager Position
* Attachments: Resume and cover letter addressed to Val Billesberger, Branch Operations Coordinator

No phone calls please.

*Thank you to all applicants, however, only those short-listed for an interview will be contacted.*