



MANAGER OF CULTURE

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **MANAGER OF CULTURE** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position reports to the Director of Parks, Recreation and Culture and focuses on ensuring rich offerings in heritage, music, art, placemaking and events are provided throughout the Alberni Valley.

Responsibilities:

- Plans, coordinates and directs the operations and programs of the Alberni Valley Museum and the City's heritage and cultural facilities
- Supervises the work of Museum curatorial, technical and other personnel
- Develops and implements marketing plans and related materials for the City's heritage facilities and operations
- Develops, coordinates and directs Museum collections and program policies
- Works closely with the managers of the McLean Mill National Historic Site
- Oversees operations and conservation at all City-owned heritage facilities
- Liaises with all local heritage and cultural societies to ensure appropriate offerings are available throughout community
- Prepares proposals for grants and donations from various sources; prepares and manages capital and operating budgets
- Attends internal and external meetings in an administrative and/or consultative capacity.

Qualifications & Experience:

- Completion of a Bachelor or Master's degree in Museology, History, Anthropology or related discipline, along with a minimum of five years of related Museum experience
- Proven ability to lead and supervise staff
- Ability to work in a collaborative manner with a wide range of community partners
- An equivalent combination of education and experience may be considered
- Possession of a valid BC Class 5 driver's license
- Successful completion of a Police Information Check

This is an exempt position, with a salary range of \$101,519 - \$116,487, a comprehensive benefit package and a flex day work schedule. Qualified candidates may apply by forwarding a resume and cover letter by 4:30 pm on November 10, 2023:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

