



MACKIE LAKE HOUSE

**7804 Kidston Road
Coldstream, BC V1B 1S2
Phone: (250) 545-1019**

Website: www.mackiehouse.ca

Mackie Lake House Foundation operates a self-supporting 1910 Heritage House on Kalamalka Lake, Coldstream, BC and requires a:

General Manager

Join us in preserving history and celebrating a beautiful part of our community's heritage!

The ideal candidate is passionate about local heritage, values the work of non-profit societies, has a positive attitude and is dedicated to making the legacy of Mackie House flourish in our community.

Our mission: To preserve and present the buildings, grounds, furnishings, and related history of Mackie Lake House for the enjoyment and education of the public.

Qualifications will include:

- Positive and effective oral, written and social media communication skills.
- Excellent planning and organizational skills, showing a proven ability to, without supervision, plan, organize, and execute tasks and manage projects within budget.
- A background in Arts and/or management in Arts and Culture, would be an asset.
- Ability to work with the Board of Directors, staff, community volunteers, and the community at large.
- Computer literate and proficient with Microsoft programs, such as WORD, OUTLOOK, EXCEL, ADOBE and ACCESS.
- Managerial experience
- Experience with grant writing.
- Formal education in the Arts and Humanities and/or business would be an asset.
- The candidate must have a clean criminal record check.
- The candidate must have a current BC drivers license and access to a vehicle for errands.

Duties will include:

General:

- Oversee the operation and maintenance of buildings and grounds, furnishings, and artifacts at Mackie Lake House to a high standard, for the education and enjoyment of the community.
- Administer and promote existing programs and events (e.g. school fieldtrips, artist in residence). Improve on the programs where necessary, and develop new ones that are consistent with the aims and objectives of the Foundation as described in this document.
- Ensure professional representation of the Foundation at all times.

- Attend approximately 8 evening Board meetings a year.
- Facilitate the booking of various events such as weddings, celebrations of life, private parties, corporate affairs etc.
- Be available to work some of these events on the weekends and weekday evenings.
- Organize part time staff, summer students, contractors and volunteers.
- Organize work parties in the yard a couple times a year.
- Organize a few summer teas and a few Christmas teas a year.
- Organize several spring/summer concerts on the lawn each year.
- Organize the annual Paddy's Birthday party in September.
- Organize an annual party for the volunteers.
- Support the work of the MLHF Committees and engage with the committees to further the mandate of the MLHF.
- Give tours of the house and train new staff to give tours.
- Act as landlord for the Caretaker's Cottage renters and work with them on the scheduling of their security checks of the main house.
- Organize a monthly newsletter summarizing all activities and events taking place at Mackie House.
- Work with BC Heritage Branch, the Heritage Society of BC and Heritage Canada.
- Employ acceptable museum practices and procedures.
- Use the "Standards and Guidelines for the Conservation of Historic Places in Canada"
- Help establish and maintain a "Friends of Mackie" group of volunteers and train as necessary.

Financial:

- Organize the payroll and accounts payable, working closely with our bookkeeper.
- Do in-person and on-line banking as required.
- Organize grant writing, ie for annual summer student, for new roof etc as the need arises.
- Create and follow an annual budget.

Community:

- Attend community events to help spread the awareness of Mackie House.
- Work with Winter Carnival, Coldstream's Women's Institute, Vernon Art Gallery, District of Coldstream and other Non-profits as supportive members of the community.
- Liaison with schools in the community.

Other:

- MLHF uses an alarm company. The caretakers that live in the Cottage would be first on the list to call in the event of a triggering, the manager would be second on the list if the caretaker is unavailable.
- The successful applicant would work out of an office within the Mackie Lake House.

Duties that would be performed by others (but organized by the Manager):

- MLHF has a gardener that takes care of the grounds.
- MLHF has cleaners that clean the interior of the house and the exterior washrooms.

- Part-time staff and summer students can help with social media, event planning, working events, and security. We currently have three part-time staff that each work about two days a week. They can provide strong support to the manager in all the above items.
- General maintenance would either be done by volunteers or by paid trades all organized by the Manager as required.

Hours and salary – TWO options:

We are interested in talking to all keen candidates so offer two options of employment, based on the same hourly rate, but different total hours: For each option hourly rate is approx. \$35/hr , and approx. 7.5 hours per day.

Option #1: April 30th to Oct 1 (22 weeks): approx 3 days a week,
Oct 2 to April 29th:(30 weeks) approx 2 days a week, **Proposed Salary= \$33,075.00**

Option #2: April 30th to Oct 1 (22 weeks): approx 4 days a week,
Oct 2 to April 29th:(30 weeks) approx 3 days a week, **Proposed Salary = \$46,725.00**

Both options include 2 weeks of paid holidays (10 days) to start. Days and hours may be flexible.

Though Mackie Lake House Foundation is relatively financially self-sufficient the job does require some fund raising. The fund raising predominantly comes from holding regular events on the grounds and from grants. MLHF is always looking for creative fundraising ideas.

The above is only a partial list. Our new manager will be keen to take on and have the ability to work through the many and varied challenges that regularly arise in the role of manager of such a beautiful and diverse facility.

Interested applicants please apply with covering letter including preferred salary option, resume (including work history) and references to:

Greg Wylie, President
Mackie Lake House Foundation
gregjwylie@gmail.com
(emails only – no phone calls please)