Agassiz Harrison Historical Society

Job Description:

**MANAGER - Museum/Archives & Visitor Information Centre**

Under the supervision of the Agassiz Harrison Historical Society the Manager will manage and oversee the day-to-day operations of our local community museum/archives and information centre. The focus is on the conservation, preservation and public education of our valuable heritage assets and the operation of the Visitor Information Centre.

CORE ACTIVITIES:

* Responsible for, and oversees the day-to-day operations of the Museum, Archives & Visitors Centre, including opening and closing, cash handling, safety and security, visitor services, research services, tourist information services, management of volunteers, special events, public programming, and Board of Directors support.
* Personnel Responsibilities: responsible for problem solving; scheduling and supervising staff. This includes recruitment, interviewing, and hiring of students, interns, part-time workers, and others – also instructs & supervises volunteers, and manages contractors. Also includes training of workers, students and volunteers.
* Responsible for developing and coordinating projects and core work (e.g. website; archival digitization; ongoing accessioning, cataloguing and storage of artifacts. Preservation and conservation of a Historic Building. Outreach activities, such as PowerPoint presentation; online exhibits; museum tours, in-house exhibits; educational program modules, seasonal & special activities, all collections-based work.)
* Deep understanding of social media apps. Navigates: FaceBook, Twitter, Instagram and other various social media platforms. Also familiar with use of Skype, Zoom meetings.
* Research and write grants and source funding opportunities.
* Responsible for and oversees administrative duties. e.g. good understanding of financial reports; budgets; A/P and A/R; filing; answering phone/reception - works closely with Treasurer/Bookkeeper.
* Responsible for delivering of outreach activities e.g. Heritage Speakers Series; Heritage presentations; educational/school programming; Community engagement activities and special events.
* Responsible for report writing, developing benchmarks and objectives.
* Maintaining the searchable online database; research and create new exhibits for the museum – working with the curatorial committee.
* Assist with future development opportunities for the Society.
* Attending heritage sector workshops and courses as determined by the Board of Directors.
* Represent the Historical Society and the District of Kent for heritage and tourism matters.
* Provides a conduit between, Board of Directors, staff, students, community groups and governmental agencies.
* Oversees and assists with fundraising committee, and fundraising activities.
* Responsible for liaising with Board of Directors. and attends & supports Board’s monthly meetings - including typing, filing, taking, and managing Board Minutes when needed.
* Responsible for marketing, advertising, and promoting the Museum and Visitor Centre.
* Responsible for creating and delivering all reports as needed.

SKILLS & ABILITIES REQUIRED:

* Minimum of 3 years’ experience in museum/heritage, cultural or related fields; tourism/recreation fields; nonprofit/governmental fields.
* Degree in museology, archival studies or cultural resources management or tourism/governmental studies or equivalent educational level **OR** an acceptable combination of education, training and/or experience
* Outgoing & energetic with **highly developed interpersonal skills**
* Highly developed management and administration skills
* Knowledge of Non-Profit work
* Experience in training & supervising staff
* Excellent communication skills and supervisory skills
* Tourism and Visitor Related experience
* Effective and mature work ethic and flexible nature
* Ability to work collaboratively in a team environment
* Ability to take direction and strong listening skills
* Effective planning & organizational skills and task oriented
* Proven experience working with groups and volunteers - (community oriented)
* Demonstrable project coordination experience
* Creativity and innovative thinking
* Ability to be a self-starter and highly motivated - ability to work independently
* Proven ability to multi-task
* Broad basic computer skills and technology literacy: MS Word; Excel; Access; PowerPoint; Photoshop, Outlook, Adobe, Publisher, PastPerfect Database (or similar archival software). Familiarization with HTML programming (updating Website). Working knowledge with scanners, printers, digital imaging camera, computers, monitors and applicable equipment.
* Understanding of computerized accounting & records management – (Sage bookkeeping program)
* Writing skills

SKILLS PREFERRED:

* Background in business management, administration experience, broad administrative skill-set
* Heritage/history/cultural project coordination an asset
* Interest in research and archival processes
* Community involvement activities

CONDITIONS:

* Hourly position based on 35 hours per week - some weekend work
* $28.00 per hour to start for first six months - with prospects of future increase
* Non-smoking environment
* Must have a current CRC (Criminal Records Check)
* Must have own transportation
* Start date: immediately
* Ability to lift 25 lbs

**APPLICATION DEADLINE**: **April 26, 2024**

CONTACT:

**Please submit current Resume with Cover Letter via email to:**

ATTENTION: Human Resources

Agassiz Harrison Historical Society

agassizharrisonmuseum@shawbiz.ca

604-796-3545

**OR Mail to:**

Box 313

Agassiz, BC

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604-796-3545