

## **Employment Opportunity - Executive Director Job Posting**

Application Closes: Until Filled

The Cumberland and District Historical Society is seeking an inspiring and visionary leader to guide the Cumberland Museum & Archives into its next chapter and continue its legacy as a dynamic hub for storytelling, community engagement, and cultural preservation.

### **About the Cumberland Museum & Archives**

Located on the unceded traditional territory of the K'ómoks First Nation, the Cumberland Museum & Archives (CMA) honours the diverse stories of Cumberland's past—the rich and poor, powerful and rebellious, righteous and radical. As a recipient of the 2019 Governor General's History Award for Excellence in Community Programming, the CMA is a recognised hub for connection, reflection, and inspiration.

In 2020–2021, the CMA completed a major renovation, revitalizing its exhibitions and public spaces to better reflect the evolving identity of Cumberland and its communities. The museum's collection includes over 8,000 artefacts and archival holdings, along with a community research library that specialises in early Comox Valley settlements, including Chinese and Japanese histories.

Through award-winning programming, innovative storytelling, and accessible resources, the CMA preserves and shares the past while fostering meaningful engagement with the community and visitors alike.

### **About the Position**

The Executive Director of the Cumberland Museum & Archives is a key leadership role, responsible for guiding the organisation's vision, fostering meaningful community collaboration, and ensuring professional excellence in the heritage sector. Working closely with the Cumberland and District Historical Society, the Executive Director will lead a dedicated team of professionals to preserve and share the region's rich history while expanding the museum's impact and relevance. This role requires a dynamic and strategic leader who can balance operational management with inspiring creativity, building strong partnerships, and upholding the museum's values of inclusivity, innovation, and community engagement.

### **Primary Responsibilities**

- Provide strategic leadership and direction to advance the museum's mission and vision.
- Oversee the museum's financial sustainability, including budget management, fundraising, and grant development.
- Lead program development and ensure exhibitions, events, and initiatives align with community needs and professional standards.
- Manage the care, preservation, and interpretation of the museum's collections and archives.
- Cultivate strong relationships with the Board of Directors, staff, volunteers, and community partners.
- Foster a collaborative, inclusive, and professional organisational culture.
- Represent the museum within the heritage sector and advocate for its role in the community.

**Knowledge and Competences:**

- **Education and Experience:**
  - A degree in museum studies, history, cultural heritage management, or a related field.
  - Proven leadership experience in the heritage, cultural, or non-profit sectors.
  - Experience managing budgets, fundraising, and securing grants.
- **Leadership and Management:**
  - Demonstrated ability to lead and inspire a team of professionals.
  - Experience in strategic planning and organisational development.
  - Strong skills in operational management, including HR and policy development.
- **Community Engagement:**
  - Proven ability to build and maintain relationships with diverse stakeholders, including community organisations, funders, and partners.
  - A track record of fostering inclusivity and collaboration in program development and outreach.
- **Heritage Sector Expertise:**
  - Knowledge of best practices in museum collections care, exhibitions, and interpretation.
  - Familiarity with Canadian heritage standards and the Truth and Reconciliation Commission's Calls to Action.
- **Skills and Attributes:**
  - Excellent communication, interpersonal, and advocacy skills.
  - Creative and innovative thinking to advance the museum's mission.
  - A passion for storytelling, community building, and preserving history.

This full-time position, comprising 35 hours per week, requires flexibility based on museum needs. The annual salary for this position ranges from \$60,000 to \$65,000, commensurate with experience.

Application deadline: Until Filled

Please submit your cover letter and resume as a PDF by email to: [chair@cumberlandmuseum.ca](mailto:chair@cumberlandmuseum.ca)

In your cover letter, please describe your personal and professional values and share a quote or philosophy that has inspired you in your work or leadership journey.

Only successful applicants will be contacted. Please do not call. The CMA is an equal opportunity employer.