**Museum Manager/ Lead Curator**

**Organization:** qathet Museum & Archives Society

**Job Type:** Permanent, full time (8:30am to 4:00pm, 5 days per week, year round). The successful candidate will be required to work some evenings and weekends.

**Language Required**: English

**Location:** Powell River, B.C. Canada

**Application Deadline:** April 14, 2025

**Start Date:** August 1st, 2025

**Salary Range:** $55,000 to $70,000 plus benefits.

**Benefits:** the qathet Museum & Archives offers a benefit package and professional development support.

**qathet Museum & Archives:** the Museum & Archives are located on the traditional territory of the Tla’amin Nation in the City of Powell River on the northern Sunshine Coast of British Columbia, Canada.

Reporting to the President of the Board of Directors of the qathet Museum & Archives association, the Manager/ Lead Curator works with the Board, staff and volunteers, the Tla’amin Nation, the qathet Regional District, the City of Powell River, and community stakeholders to preserve, provide access to, and promote the region’s cultural heritage.

The Museum houses 260m2 of displays, including exhibits of the Tla’amin Nation culture (Coast Salish), the Powell River Company paper mill, and life in the community over the ages. The Museum has a small gift shop. Collections include about 8,000 objects; the archives house 175,000 historical images, 95 metres of fonds, and about 2,000 maps and blueprints. The Board also administers the Forestry Museum located nearby, that covers forestry operations from hand logging times through to the era of chainsaws. The chain saw exhibit includes several 2-person chain saws that are among the largest ever made.

**Position Description**

**Museum Manager/ Lead Curator**

The qathet Museum & Archives Manager will undertake the role of Museum Administrator and lead curator. Reporting to the President of the Board of Directors of the qathet Museum & Archives Society, the Museum Administrator will

undertake managementof the Museum including, but not limited to, the following duties:

* Oversee the day to day operation of the Museum, its staff, volunteers, facilities, finances, administration of policies, and approved projects;
* Act as the day to day public face of the Museum and in communications with partners including the City of Powell River, the qathet Regional District (qRD), and the Tla’amin Nation, among others;
* The Manager is responsible for overseeing all aspects of collections management for the artifact, archival and reference library collections. This includes documentation, preventive conservation, security, storage, display and the proper handling of artifacts and archival materials;
* Ensure all aspects of the physical and records management of the archival, artifact, library and other collections at the qathet Museum & Archives are handled according to legal requirements and are up to professional standards, including accurate and up-to-date record keeping, appropriate standards of storage, security and risk management, deaccessioning and taking preventative conservation action;
* Facilitates acquisition, preservation, cataloguing and deaccessioning of artifacts, archival materials and reference publications;
* Monitor budget and expenditures;
* Preparation and presentation of annual budget request to the qRD;
* Attend Board meetings and act as staff liaison to the Board and deliver staff reports to the Board;
* Supervise two permanent staff positions as well as temporary, contract, and volunteer positions;
* Provide written performance assessments for staff as required but at least on an annual basis;
* Assist the Board in implementation of the Strategic Plan, write and update policies for Board approval, and implement policies;
* Assist the Board in recruiting staff when vacancies arise;
* Assist the Board in negotiating contracts and leases;
* Coordinate facility upkeep in conjunction with the City of Powell River Public Works Department;
* Working with the Administrative Assistant to apply for grants;
* Ensure a respectful working environment;
* Oversee health and safety for the Museum;
* Other duties as assigned by the Board

**Qualifications**

* Formal Post Secondary Education in Museum and/or Archival studies or other related field;
* Five to ten years of working experience in the heritage sector with a minimum of two years in a supervisory role;
* Minimum two years of management experience including budget preparation and administration;
* Previous experience in collections management and exhibit development;
* Knowledge of legal and ethical issues and the legislative environment for museums and archives;
* Outstanding written and oral communication and analytical skills;
* Ability to establish and meet deadlines;
* Ability to self-motivate and work with minimal supervision;
* Fund raising experience an asset;
* Proficiency in Word and Excel, knowledge of servers, local area networks, computer security, and data back ups; familiarity with Past Perfect collections management software;
* Strong leadership skills, confident and articulate;
* Ability to work flexible hours including occasional weekends;
* Possess a valid drivers license.

**How To Apply**

Please provide an e-mail with “Manager/ Lead Curator” in the subject line, a cover letter indicating how your experience meets the qualifications for the position, and three professional references to: [manager@qathetmuseum.ca](mailto:manager@qathetmuseum.ca)

We thank all those who express interest in the position, only candidates selected for an interview will be contacted.