

Employment Opportunity

Cumberland Museum Executive Director

The Cumberland Museum and Archives (Cumberland and District Historical Society) is seeking a talented non profit professional fill the new position of Museum Executive Director. Working cooperatively with the Board of Directors and other Museum staff, the Executive Director provides leadership for the management of all aspects of Museum operations and works to fulfil the goals and objectives outlines on the organizations **Strategic Plan**.

Financial Management

- Work with the Board to develop, monitor and manage annual operating budget and cash flow forecasts, financial policy and procedures
- Ensure professional management of day to day financial system (account payable/receivable/banking) and liaise with contract bookkeepers.
- Manage grant writing and reporting processes

Organizational Management

- Manage annual planning calendar.
- Liaise with the board, attend board meetings and develop board materials and monthly reports
- Manage office communications (email systems, wireless/networks, phone, web domains, tech support)
- Manage administrative systems binder (passwords, processes, policies)
- Ensure tour bookings and delivery systems are in place

HR:

- Manage and monitor museum staff, interns, and volunteers and contracts
- Responsible for staff scheduling, and ensuring that the museum hours of operation are upheld

Facilities:

- Manage the maintenance and cleaning of the museum building and grounds (liaison with Village, contracts etc)
- Ensure attention to basic health and safety issues in the museum, and take action as required.

Communications

- Manage correspondence (email, mail) to and from the society cooperation with staff team.
- Ensure a positive, welcoming and inclusive Museum environment. Act as a 'public face' for the Museum, represent the board and maintain and develop community relationships.
- Work with staff team to ensure regular communications to members, community partners
- Manage Museum brand and the development of communications tools
- Collaborate with the Outreach and Events Coordinator or contractors in developing media releases, marketing materials and external communications

Resource Development

- Seek opportunities for summer staff, students, wage subsidies etc to build staff team and delegate work
- Seek out and apply for opportunities for new funding and revenue development that align with Strategic Goals.
- Develop sponsor and donor recruitment programs and materials
- Track sponsorships and in kind contributions

Events and Community Outreach

- Support Events and Outreach staff, contractors and board in the delivery of key Museum fundraising and outreach events

Company Store

- Manage inventory, consignment, and merchandizing
- Conduct research and product development

Curatorial experience, experience working with Museum or Archives and/or heritage related experience is an asset but not a requirement for this position. The Executive Director reports to the Cumberland Museum Board of Directors. Position is 30 hours a week at \$20/hour with opportunities to develop and increase hours in accordance with new resource development.

To apply please submit a resume, cover letter and employment references to the Cumberland Museum Board of Directors at info@cumberlandmuseum.ca. Deadline for applications is Friday December 6th at 4 pm.