



# Rossland Historical MUSEUM

## MUSEUM MANAGER JOB POSTING

The Rossland Historical Museum is currently seeking applications for a permanent full time **Museum Manager**.

Please email your resume to [RosslandMuseum@netidea.com](mailto:RosslandMuseum@netidea.com) by Friday August 29<sup>th</sup> 2014. It is expected that interviews will take place during early September. The successful candidate should be available to start before the end of September.

**Position: Museum Manager**

**Type: Full Time Permanent Position**

### ABOUT THE MUSEUM

Established in 1955, the Rossland Museum and Archives Association is a not-for-profit society whose mission is to preserve and dynamically present the heritage of Rossland and the region.

The Association's vision is that the Rossland Historical Museum and Archives will be the visitor gateway to the Kootenays and the Columbia Basin and will inspire and engage the public through virtual and real life displays that bring our history to life.

The present museum was built on the site of the Black Bear mine in 1967 and features indoor and outdoor exhibits that display the industrial and social history of the region.

The Association is embarking on an ambitious re-development program to revitalize the Museum building and exhibits and increase the operation's financial stability and sustainability.

## **ABOUT ROSSLAND**

**Location:** Rossland is located approximately halfway between Vancouver and Calgary on Highway 3B, only 6 kilometres north of the U.S. border. Nestled between the Monashee and Selkirk Mountain ranges in the heart of the West Kootenays, Rossland boasts a glowing reputation as a highly desirable location in which to plant roots.

**Small-town life:** With a population of 3,557, no traffic lights or sprawling malls, the City of Rossland is really a small town.

**An Alpine City:** Nestled in the crater of an ancient volcano at an elevation of 1023 meters, Rossland is one of Canada's highest cities. With an average annual snowfall of 750 centimetres (300") at Red Mountain, Rossland has a renowned reputation for powder skiing and has produced some of Canada's best ski racers. Rossland offers mountain bikers and hikers hundreds of kilometers of trails, all radiating from the centre of town.

## **GENERAL EMPLOYEE INFORMATION**

<b>Wage</b>	This position has a starting wage of \$16 to \$18 per hour depending on previous experience and relevant qualifications. Overtime will be limited and will be paid in accordance with the BC Labour Code.
<b>Days</b>	Full time position of 5 days a week. Weekend and statutory holiday work will be expected particularly in our busy season from May to September and as needed at times throughout the year.
<b>Hours</b>	A 37.5 hour week will be normal, though 40 hours may occur during high season. Lunch is taken as an unpaid half hour. Some evening working will be required.
<b>Probation</b>	There will be a 1 year probation period.
<b>Security</b>	All permanent fulltime employees must complete a criminal record check. This will happen for the successful candidate after hire, and continued employment here will be dependent on a clear record.

## MUSEUM MANAGER JOB DESCRIPTION

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**POSITION:** Museum Manager

**REPORTS TO:** President of the Board of Directors

**SUMMARY:** An exciting leadership opportunity is now available at the Rossland Historical Museum. The current Museum Manager is retiring after many years of service. At the same time the Museum is embarking on an extensive redevelopment program to revitalize the Museum building and exhibits and ensure the future long term operating stability and sustainability of the organization. This is a unique opportunity for a creative innovative and business oriented Manager to be part of this process, while building on the existing assets of the Museum to increase visitor numbers and drive revenues through imaginative programming and increased community engagement.

**DUTIES:**

Take overall responsibility for the successful day to day operation of the Museum and Visitor Centre.

Create and follow an annual budgeted operating plan, including advertising, grant writing, staffing, training, maintenance, purchasing supplies and gift shop inventory.

Keep updated accounts of revenues and costs and provide comparison with budgeted amounts for submission to the Board on a monthly basis.

Arrange for approval and payment of invoices.

Determine seasonal staffing requirements, organize, train and direct staff and volunteers.

Ensure that the facilities, exhibits and archives are maintained in good condition.

Monitor available grants, complete and submit applications where appropriate.

Develop, publicize and organize ongoing programming that will draw new visitors and existing members to the Museum.

Use social media and traditional media to maintain and increase the Museum's profile within the community.

**EXPERIENCE AND QUALIFICATIONS:**

Post Secondary level degree or certification.

Museum Studies/Education/Tourism/History/Geology/Business desirable.

Excellent computer skills, including familiarity with effective use of Social Media.

Experience with Wordpress and managing and building a digital archive, desirable.

Financial administration experience desirable.

Experience delivering activities or programs to a public audience desirable.

Museum/tourism/curatorial experience desirable.

**PERSONAL ATTRIBUTES:**

Friendly, confident and outgoing; comfortable speaking to groups of adults/children.

Able to work alone without supervision and as part of a team.

Creative and innovative with the determination to develop and execute long term goals.

Physically fit and able to do some outdoor work.