

EXECUTIVE DIRECTOR

The Greater Vernon Museum & Archives is located in Vernon, British Columbia, in the beautiful Okanagan Valley. Established in 1954, the museum portrays the distinct and colourful history of the North Okanagan through exhibits, streetscapes and dioramas. In addition to our broad artifact collections, we also have an extensive archives and research facility.

Our mission is to serve our constituency by relating our stories from the First Nations, the gold rush, cowboys and ranching, the fruit industry and irrigation, rail and lake transportation, the WWI internment camp, Camp Vernon, and Silver Star Ski Resort. We offer programs and walking tours and work closely with four satellite museums to extend our history outside the walls of the museum.

We are actively seeking an energetic and goal-oriented Executive Director for the Greater Vernon Museum & Archives (GVMA) to provide leadership within the museum while building recognition and support for the GVMA in the larger community. The Executive Director works under the direction of a very active board of directors. The Executive Director is responsible for achieving the goals and objectives of the GVMA, overseeing staff and volunteers, implementing the strategic plan as well as engaging with the community. He/she will be responsible for the overall management and operation of the GVMA including programming, archives, research, retail services, facilities maintenance, and grant applications.

It is an exciting time in the evolution of our museum as our community has voted to approve a new cultural centre. Therefore, heightened fundraising and planning will be a key part of this role over the next few years.

Qualifications:

A degree in Business Administration, Public Administration, Education, Economics, Commerce or Arts Administration with relevant experience or equivalent management experience, preferably in a non-for-profit organization.

Experience and Skills preferred

- A record of successful leadership including marketing, budgeting, fundraising, grant development, community outreach, education and facility operation as a museum director or equivalent in a cultural organization.
- Minimum of five years' experience successfully managing professional staff including engaging, motivating, developing and retaining talent.
- Proven ability to work effectively in a high demand complex work environment.
- High standards of ethics and confidentiality with a demonstrated ability to effectively handle sensitive information.
- Ability to analyze, prepare and reconcile budgets, expenditures, grants and proposals.
- Ability to instill and embed new and progressive ideas around visitor experience, programming and exhibits.
- Negotiation and problem solving techniques.
- Ability to work within and cultivate a team environment that encourages respect and inclusion of all cultures, abilities and backgrounds.
- Knowledge of fundraising/grants/business plans and proposals and experience in maximizing earned income.

- A master at community outreach, networking and revenue development.
- A collaborative partner in working with all cultural groups through the Implementation Advisory Team of the RDNO, assisting in driving the achievement of the Vernon Cultural Plan.
- Curatorial experience is an asset.
- Interested in leading a small hands-on museum and living in Vernon, a year-round holiday destination where the lakes and mountains are part of the heart of the city.

Start Date:

This full-time position will be filled as soon as practical following the closing date of February 8, 2019.

Resumes and cover letter are to be forwarded to GVMHR@vernonmuseum.ca No telephone enquiries please.