



## MUSEUM DIRECTOR

The Town of The Pas is currently recruiting for the full time permanent position of Museum Director

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Reporting to the Chief Administrative Officer and the Sam Waller Museum Board, the Museum Director is responsible for planning and implementing the museum's goals and objectives. The director is also responsible for leading, motivating and delegate tasks and responsibilities to their team members.

### QUALIFICATIONS AND SKILLS:

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- Grade 12
- Relevant experience in organizational management and administration is required.
- Bachelor's Degree in Business or Organizational Management, or other relevant discipline, with a minimum of three (3) years supporting experience. An equivalent combination of appropriate education and experience will also be considered.
- Thorough knowledge of museum operations.
- Strong interpersonal skills are essential, including an aptitude for team work, strong leadership skills, and excellent verbal & written communication skills.
- Knowledge of the local cultures is an asset.
- Understanding of and practical experience with computer-based information management systems and computerized accounting software.
- Experience in fundraising and grant writing.
- Capable and dedicated to developing & maintaining excellent relationships with supporters and other community stakeholders through proactive & professional public relations.
- Adept in planning, operation and control of Financial Plans.
- Comfortable conducting research & data analysis in order to determine & make effective recommendations.
- Willingness & ability to maintain confidentiality of operational information.
- Satisfactory results from a Criminal Records & Vulnerable Persons Check.

### DUTIES AND RESPONSIBILITIES:

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- Manages the day-to-day operations of the Museum.
- Ensures that the policies and programs of the Museum & Town are implemented, including responsibility for Workplace Health & Safety compliance.
- Advises and informs the Museum Board, CAO & Town Council on the operation and affairs of the Museum.
- Manages and supervise the employees, volunteers & contractors of the Museum, including training, performance evaluations, discipline, hiring etc. in coordination with Town HR staff.
- Ensures effective financial management of Museum's resources.
- Attends all Museum Board meetings and acts as Board secretary/treasurer. Serves as an advisor to the Board and initiates Board development activities.

- Prepares monthly financial statements and presents accounts payable for Board approval.
- Prepares agendas and support material for Board meetings in consultation with Board Members.
- Prepares, recommends and monitors annual operating and capital budgets.
- Investigates and reports to Board on additional sources of funding (e.g. federal provincial, private) for operations, programs, services and projects. Pursues funding sources and develops funding applications.
- Oversees security and maintenance of the Museum and its collections, Staff, Volunteers, and Visitors.
- Plans, promotes, implements and evaluates services to the public.
- Initiates and carries out short and long-term institutional planning and policy development and implementation, in conjunction with Staff and Museum Board.
- Represents Museum locally, provincially, and nationally as necessary and relevant.

### CURATION

- Supervises collection development with knowledge of institutional goals and limitations, in consultation with Board and Staff.
- Ensures proper management of permanent collections. Supervises collections management activities including: acquisitions, storage, preventative conservation, records management, and deaccessioning.
- Plans, in conjunction with Board and Staff, for the long-term exhibition program of the Museum.
- Oversees the planning, research, development and delivery of exhibits and related materials and programs by undertaking research, determining themes, and acting as a resource.
- Ensures that catalogues, articles and promotional publications are prepared relating to exhibits, collections and the Museum.
- Guides Museum toward meeting current professional standards and monitors developments of concern to institution.

**Hours of Work:** Monday to Friday 8:30 am to 5:00 pm  
(occasional evenings and weekends)

**Salary:** \$60,000.00 - \$70,000.00 dependent on qualifications and experience plus an excellent pension and benefits package

**This position will remain open until a suitable candidate is found.**

**Applications are to be directed to:**

Jenn Early Assistant C.A.O. /Human Resource  
[jenne@townofthepas.ca](mailto:jenne@townofthepas.ca)  
 81 Edwards Avenue, P.O. Box 870  
 The Pas, MB, R9A 1K8

***This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba and reasonable accommodations are available to applicants with disabilities”***

*We thank all candidates in advance, but will only contact those selected for an interview.*