



Executive Director

Sooke Region Museum & Visitor Information Centre

Sooke Region Historical Society owns and operates the Sooke Region Museum and Visitor Information Centre, located on ancestral lands of T'Sou-ke people, and operating within the region encompassing territories of Scia'new and Pacheedaht peoples and the communities of East Sooke, Sooke, Otter Point, Shirley, Jordan River and Port Renfrew on southern Vancouver Island. We are seeking a collaborative leader and strong communicator to be our next Executive Director.

Sooke is a community of 15,000+ people located about 40 minutes west of Victoria, an area of natural ocean and forest beauty and year-round outdoor recreation. Sooke is known as a small town with a big heart – where the rainforest meets the sea. The region has a rich human and natural history, and the museum explores this history, promotes the arts, and acts as the visitor centre.

The Sooke Region Museum began in 1977 as a vision of individuals dedicated to preserving and interpreting the stories of the area – both pre-contact and post-colonial settlement. From the start, it has attracted widespread community support in addition to being a stop of interest for visitors. Today it is a centre of learning, history and a community gathering place offering diverse programming, engaging exhibits, and trusted information with a small and knowledgeable, capable team of staff and volunteers.

Reporting to the Board of Directors, the Executive Director will be responsible for implementing the strategic direction and overseeing management of the Sooke Region Museum and Visitor Information Centre. The Executive Director will respectfully engage with diverse individuals and organizations and play an active role in planning and steering a vision for the 50th anniversary of the Sooke Region Museum in 2027.

The Sooke Region Museum and Visitor Information Centre offers an annual salary of \$62,000.00-\$72,000.00, commensurate with experience. Additional benefits include annual vacation, and participation in the health plan which includes life insurance and extended healthcare.

Executive Director Roles and Responsibilities

Reporting to the Sooke Region Historical Society Board of Directors, the Executive Director plans, manages and administers all Society programs and services directly or through a management team. Administration is consistent with Board approved budget, policies, goals and objectives, and in accordance with legal, statutory, constitutional, and other requirements.

This includes, but is not limited to:

- Administers and manages all aspects of the Sooke Region Museum and its heritage structures, including curatorial, exhibit development, collections management, and public programs, in accordance with budget and policies approved by the Board of Directors.

- Oversees the operation of the Tourism British Columbia Network's Sooke Visitor Centre according to the terms of contracts in place with Tourism BC, the District of Sooke municipality and other sponsors as appropriate.
- Oversees the management and care of all related properties developed by the Society, such as roadside Heritage Shield signs throughout the entire region.
- Develops and implements operational plans, policies, and goals that further the strategic plan.
- Responsible for securing and administering funds, grants, government contracts and other sources of funding to assist with operation and development of the museum.
- Develops and administers a budget to carry out the museum's staffing and operations.
- Monitors contract compliance and timely reporting.
- Ensures the Sooke Region Museum and Visitor Information Centre follows accepted financial practices, and ensures the Society's financial viability by overseeing budgets, expenditures, accounting, auditing and overseeing maintenance of all books and financial records required to be kept by the museum.
- Leads the budget planning and execution process, including establishing key benchmarks to align objectives and resource planning with overall strategic objectives.
- Manages human resources processes and policies ensuring that the Sooke Region Museum and Visitor Information Centre is effectively structured and staffed. Maintains a workplace culture that attracts, retains, and motivates a diverse team including:
 - Develops and implements human resource policies including performance management, performance reviews, coaching and mentoring, plus all other organizational policies relevant to personnel employed or contracted by the Sooke Region Museum and Visitor Information Centre.
 - Hires, terminates, supervises, supports, and directs staff and volunteers.
 - Fosters the ongoing development and empowerment of the team.
 - Supports continuous improvement and team building that encourages an effective and rewarding organizational culture.
 - Provides collaborative leadership to the team, ensuring they have the tools and skills necessary for the development and implementation of their respective goals and objectives.
 - Articulates and promotes the vision for the Sooke Region Historical Society.
 - Keeps the team updated with emerging priorities and assists them in modifying plans and practices as required.
 - Manages employee related issues in a timely, fair, and equitable manner.
 - Advises the Board and the HR Committee regarding personnel related policies, activities, status changes or issues.
 - Oversees management of the gift shop.

- Seeks out and leverages relationships and resources to establish and build on partnerships which drive organizational success and carries out a high level of public relations within the region the museum is mandated to serve, participating in the related museum, heritage, and tourism world.
- Maintains key relationships with existing funding partners, develops new relationships for the Sooke Region Museum and Visitor Information Centre and the Society, and leads in identifying alternative funding opportunities.
- Acts as a key spokesperson, with the Board Chair and others as necessary, on behalf of the Sooke Region Museum and Visitor Information Centre. Represents the Sooke Region Museum and Visitor Information Centre to the public, cultural community and the media through leadership and participation in community activities.
- Oversees the maintenance of website information and other print or electronic communications internally and externally.
- Develops and communicates key matters, including issues and policies related to operations to be addressed with the Board of Directors at regular Board meetings. Provides relevant information, including financial and other risks and opportunities.
- Works with the Board of Directors on governance policy issues and initiating approved recommendations or actions and recommends to the Board changes to policies and procedures that would improve the organization.
- Ensures accurate and timely reporting on finances, financial and operational performance, and related administrative matters between the Sooke Region Museum and Visitor Information Centre and the Board of Directors.
- Develops the annual strategic planning process in collaboration with the Board of Directors, as well as develops the organization's strategic plan and goals. Develops and implements business and operational plans based on the strategic direction.
- Nurtures the involvement of the Board in donor development and governance and is skillful in harnessing and directing that support.
- Maintains a high level of operational practices ensuring compliance to minimum standards in accordance with all government legislation, regulations, and guidelines pertinent to the organization's role as an employer and non-profit, charitable agency in British Columbia and Canada.
- Partners with Board committees to develop and implement their respective goals and objectives.

Skills, Qualifications and Experience

- Qualified candidates will have a bachelor's degree or higher level of education and minimum three years of progressive experience leading programs and people, or an equivalent combination of education and experience. Ideally, you would have a strong understanding of museums and history, arts and culture organizations, and the non-profit/charitable sector.

- Superior written/verbal communication and computer literacy skills, with demonstrated ability to communicate and work effectively with co-workers, funders, community, and a board of directors, and experience collaborating with diverse individuals and organizations are required.
- Qualified candidates will be inclusive decision-makers and supportive team builders, demonstrating integrity, honesty, and dependability, committed to fostering a positive organizational culture.
- Knowledge of and experience in developing and adhering to budgets and preparing financial statements, and practical fundraising experience are an asset.
- Certifications that will be useful for this position include: Food Safe, Serving it Right, Fire Arms Certificate and First Aid.

Candidates will be assessed by key traits and characteristics of the role which include:

- **Leadership** – Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.
- **Teamwork and Interpersonal Skills** – Cooperating with others to meet objectives and effectively communicating to build rapport while relating to many different people.
- **Decision Making** – Analyzing all aspects of a situation to make consistently sound and timely decisions with the ability to quickly recover from adversity.
- **Flexibility, Time, and Priority Management** – Prioritizing and completing tasks to deliver desired outcomes within allotted time frames while readily modifying, responding and adapting to change with minimal resistance.
- **Employee Development/Coaching** – Facilitating, supporting, and contributing to the professional growth of others.

Application Instructions

The Sooke Region Museum and Visitor Information Centre Executive Director search is led by the board of directors. To apply in confidence please email your letter of interest and resume in Word or PDF format to sookeregionhistoricalsociety@gmail.com.

Applications will be accepted until 4 pm (Pacific Time) **December 15, 2023**.

Those candidates who are invited for an interview will be contacted no later than January 6, 2024, with interviews scheduled for early to mid-January.

The Sooke Region Museum and Visitor Information Centre is committed to equity, diversity, inclusion, access, and reconciliation and an open and transparent hiring process. We encourage and welcome all applications from women and gender nonconforming people, people of color, Indigenous Peoples, people with disabilities, peoples of all sexual orientations, and all others.

The Sooke Region Museum operates in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.