

## Executive Director

Powell River Historical Museum and Archives Association

**Job Type:** Permanent, 7 hrs./day, 5 days/week

**Language Required:** English

**Location:** Powell River, BC

**Application Deadline:** Jan. 31, 2021, or until the position is filled

**Job Start Date:** March 1, 2021

**Email:** [bill.vernon@shaw.ca](mailto:bill.vernon@shaw.ca) Bill Vernon, President PRHMA

**Website:** [www.powellrivermuseum.ca](http://www.powellrivermuseum.ca)

**Salary:** From \$30/hr. to \$34/hr. based on 7-hour days.

### Job Description:

The Powell River Historical Museum and Archives are located on the traditional territory of the Tla'amin Nation who, according to archaeological evidence, have occupied the region for at least 7600 years.

Reporting to the president of the board of directors of the Powell River Historical Museum and Archives Association, the executive director works with the Association's Board, staff and volunteers, the Tla'amin Nation, the Regional District of qathet, the City of Powell River, and community stakeholders to preserve, provide access to, and promote the region's cultural heritage.

The Historical Museum houses 260m<sup>2</sup> of displays, including exhibits on Tla'amin Nation (Coast Salish) culture, the Powell River Company paper mill, and life in the community over the ages. The Museum has a small gift shop featuring Coast Salish weaving and carvings. Collections include about 8,000 objects, and about 500 biological specimens. The archives contain about 175,000 images, 95 metres of archival fonds, and 2,000 maps and blueprints. The Association also administers the Forestry Museum, located nearby, that covers forestry operations from hand logging times through to the era of chain saws. On exhibit are 2-man chain saws that were among the largest ever made. A project in the works is setting up the Anderson sawmill, a steam mill Clara and Andy Anderson operated from the 1930s to the 1950s.

Working in the heritage field in Powell River is a rewarding experience, as many aspects of Powell River's history make it unique. Powell River's paper mill, built early in the twentieth century, became by the 1920's the largest in North America. Powell River is also home to the first credit union in BC and the longest continuously operating theatre in Western Canada.

Quality of life and cultural engagement are important to local residents who host many cultural events including jazz, classical music, choir and film festivals. With its extensive trail network, nearby lakes and mountains, and location by the ocean, Powell River also has much to offer those who enjoy the outdoors.

### Responsibilities:

1. Lead, direct and manage staff, contractors, and volunteers in the day-to-day operation of the Museum, its facilities, and approved projects. The museum employs a collections manager, outreach coordinator, bookkeeper, and summer students and has a team of volunteers.
2. Recruit and hire staff when vacancies arise.
3. Handle routine operations including periodic activity reports, budget preparation, drafting and administering policies, implementing the Association's strategic plan, and managing human resources.
4. Working with the Museum's bookkeeper, oversee all day-to-day finances, budget allocations, and administrative reporting requirements including preparation and presentation of the annual budget request and report to the Regional District.
5. Work with the Tla'amin Nation to partner on heritage preservation and presentation.
6. Negotiate contracts and leases. Apply for grants.
7. Ensure a respectful working environment.
8. Develop a communication's strategy to increase the museum's profile through traditional and social media and community outreach. Promote the Museum as a tourist attraction.
9. Coordinate facility matters in conjunction with the City of Powell River works department.

10. Oversee health and safety for the Museum.
11. Other duties as assigned by the Board.

**Qualifications:**

1. Formal post-secondary accreditations (B.A. or higher) in Museum and/or Archival Studies, Heritage Resource Management, Heritage Conservation, or other related fields.
2. Five years of working experience in the heritage sector with a minimum of two years in a supervisory role.
3. Minimum of two years of management experience including budget development and administration.
4. Previous experience in collections management, exhibition development, public programming and community outreach.
5. Knowledge of legal and ethical issues and the legislative environment for museums, archives and built heritage conservation.
6. Outstanding written and oral communication and analytical skills.
7. Ability to establish and meet deadlines.
8. Ability to self-motivate and work independently with minimal supervision.
9. Fundraising experience is an asset.
10. Proficiency in Word, Excel and Power Point software, knowledge of servers, local area networks, computer security, and data backups; familiarity with Past Perfect software.
11. Strong leadership skills; confident and articulate.
12. Ability to work flexible hours as occasionally may be required.

Start rate between \$30 and \$34/hr. determined by qualifications. 3 weeks holiday and a benefit package.

Please send an e-mail with CV, a cover letter and three references to: [bill.vernon@shaw.ca](mailto:bill.vernon@shaw.ca)  
Put Executive Director Position in the subject line.