



Job title: Museum Manager

Institution: QB Museum

Location: 587 Beach Road, Qualicum Beach, BC

Salary: \$50-55,000/yr plus benefits (35hrs/wk.)

Closing Date: June 17, 2022

The Qualicum Beach Historical and Museum society [QBHMS] is dedicated to preserving the Qualicum Beach history at a community museum from property leased from the Town of Qualicum Beach, British Columbia. Incorporated under the Society Act in 1984, the mandate of the QBHMS is to acquire, preserve the social history, natural history [Paleontology], Qualicum First Nations history and Archival Collections in a manner consistent with its resources and capabilities, to promote the interest, support and involvement of area residents and visitors and thereby contribute to the cultural and economic development of our community.

Duties:

The successful candidate for the Qualicum Beach Museum Manager position will lead staff and volunteers in support of the QBHMS mission to preserve and promote local history. The museum manager will prepare and manage the annual budget, develop a strategic plan, and manage approved projects. The museum manager will report directly to the board. The successful applicant will work collaboratively with the board and will be responsible and accountable for the day-to-day management within the assigned annual budget. The Museum Manager will oversee administration, programs and implement the strategic plan approved by the board.

To Apply:

Please send cover letter and resume to qbmuseumadmin@shaw.ca

See Job description for further details.