

Qualicum Beach Historical and Museum Society
Museum and Archives Manager

Purpose: The Museum Manager, responsible for maintaining the integrity of the mission and vision of the museum, will report directly to a Board of Directors through the HR Chair and work collaboratively with the Board by being responsible and accountable for the efficient day-to-day operations within the assigned annual budget. As manager, you are responsible for all operations within the museum. The manager is required to: attend and submit regular reports to the monthly Board meetings, supervise staff, and encourage all employees and volunteers to support and promote the museum and its objectives within our local community and within the wider world beyond.

Duties:

Museum and Archive Administration

- ✓ Authorize payments for goods and services within Manager's budget
- ✓ Maintain expenses within the authorized budget
- ✓ Receive and register in-kind donations, and refer to the Accessioning Committee for processing
- ✓ Arrange for repairs and maintenance as needed
- ✓ Approve time sheets and holiday schedules
- ✓ Maintain petty cash, including reconciliation of same
- ✓ Participate in hiring and supervise staff with an emphasis on cooperative responsibility and creative flexibility in problem solving, ensuring a respectful work environment
- ✓ Refer extraordinary items to the Board for approval prior to completing
- ✓ Manage Archives and related activities, including inquiries, in a timely manner
- ✓ Make recommendations to the board for improving policies and procedures
- ✓ Ensure appropriate statistics are maintained
- ✓ Oversee gift shop activities and ensure appropriate stock management procedures are in place
- ✓ May be required to work evenings and/or weekends as operationally required

Committees

- ✓ Provide advice and information to committee chairs as requested and as time allows
- ✓ Attend committee meetings as required and time permits

Curatorial - changes throughout the year based on exhibit changes and needs

- ✓ Oversee and collaborate with the display committee on design, setup, takedown, and rotation of all museum exhibits
- ✓ Supervise and collaborate on the collections work.
- ✓ Collaborate with the Paleontology Curator, the First Nation liaison, and the Mid-Island Radio Association point person as required and per the respective MOU guidelines

Grants and Funding – this section also varies based on grant deadlines and timing

- ✓ Assist in identifying grants and funding opportunities
- ✓ Assist with the preparation of applications where appropriate e.g. Summer Student Program
- ✓ Assist where needed with reporting on funds received as outlined by granting bodies
- ✓ Assist with museum-based funding programs such as Adopt an Artifact under direction of the Board

Programs and Events

- ✓ Participate in events taking place at the museum as appropriate
- ✓ Participate in programs or events of other organizations as appropriate
- ✓ School Programs: develop, manage, and arrange to greet/conduct tours at the museum

Public Relations

- ✓ Promote and publicize the Museum and Archives and its activities as needed or directed by the Board
- ✓ Interact and collaborate with Town staff on inquiries and museum issues
- ✓ Organize and lead public presentations as requested by organizations in the community
- ✓ Organize and Coordinate community engagement under the direction of the board
- ✓ Oversee the maintenance of museum social media platforms

Volunteers

- ✓ Prepare and maintain the roster of volunteers required to run the day-to-day operations
- ✓ Help develop and maintain a strong volunteer base to staff all required positions
- ✓ Provide training of new and returning volunteers as required to perform their duties, including their responsibility to interact with visitors, and offer support when needed
- ✓ Review and update procedures for volunteers to provide visitors with high standard of service
- ✓ Always keep an open dialogue to ensure all volunteers are comfortable and confident in their positions

Supervision – [varies based on time of year – increases during the summer season]

- ✓ Provide direction as needed to Museum Coordinator and assign and supervise tasks of students and volunteers.
- ✓ Annual performance appraisals of permanent staff

QUALIFICATIONS

- Post secondary degree in Museum Studies or related field
- Previous experience in a museum, archival and/or tourism environment involving public interaction, with artifact handling and/or database management knowledge would be an asset
- Strong organizational, interpersonal and oral/written communication skills are mandatory, including speaking before small or large groups
- Highly self-motivated, team player, detail oriented
- Must be comfortable working in a multi-faceted organization
- Innovative and creative thinker able to multi-task is essential

- Development and grant writing experience (helpful but not required)
- Media experience (helpful but not required)
- Working knowledge of MS Word, spreadsheets, email and social media

Note:

With the aim of supporting the manager to work within the scope outlined in this job description and yet not creating barriers to decision making the following communication process is to be followed.

In unusual situations that could potentially impact the safety or reputation of the museum [or its employees], the manager will alert the museum president with a description of the situation and a recommended course of corrective action. With that information in hand, the museum president will provide appropriate direction to the manager for the purpose of mitigating the situation and, as necessary, securing the Board's input in the matter, should it be considered necessary to resolve the situation in question.

Chris Lemphers
HR Chair
March 8, 2022