



TOWN OF CLARESHOLM JOB POSTING



Position: Museum Executive Director (Permanent part-time)
Wage: \$22.00 to 28.00 per hour (no benefits)
Hours: 20-25 hours per week

The Claresholm Museum Board along with the Town of Claresholm are looking for an Executive Director to help them realize their vision of allowing our past to educate present and future generations as well as making visitors to the museum feel engaged, enlightened and inspired. We are seeking a knowledgeable, innovative and highly motivated individual to develop and operate the Claresholm Museum and promote it on all levels. The successful candidate will be an energetic, self motivated and creative person working towards the development of the museum program in all aspects in Claresholm. The successful candidate will have strong interpersonal, teamwork, communication and conflict resolution skills as well as respect for, and the ability to work with, diverse populations.

DUTIES:

- *To develop, implement and evaluate programs, including but not limited to school programs, adult programs, special events, interpretive tools and educational exhibitions to engage the public*
- *To develop and maintain professional relationships with the internal and external people and organizations to promote and develop events, programs, and the Museum in general.*
- *To develop, motivate, coordinate, train and lead a pool of volunteers as well as any possible seasonal museum staff.*
- *Work with the Board on revenue generation, volunteer and membership recruitment, event and volunteer coordination and maintain the museum's opening hours.*
- *Ensure that the development of collections, archiving, research and exhibits is ongoing.*
- *Coordinate with Visitor Information Centre staff to keep both facilities fully staffed and to staff programs such as school tours.*

QUALIFICATIONS:

- *Possess a knowledge of and interest in Southern Alberta history including current issues.*
- *Public relations/teaching/group facilitation experience.*
- *Innovative out of the box thinker.*
- *High level of written and verbal skills.*
- *Able to work individually or as part of a team.*
- *Ability to respond appropriately in pressure situations with a calm and steady demeanour.*
- *A degree or training in museology, history, or related field from a recognized Post-Secondary Institution, or equivalent experience would be an asset.*

- *Willingness to seek and learn new museum related skills and continued education*
- *Exceptional organizational and time management skills.*
- *Applicable computer skills a must.*

APPLICATION:

Please send cover letter and resume via e-mail to lisa@claresholm.ca with "Museum Executive Director" in subject line, mail to Town of Claresholm, Attn: Lisa Chilton, Box 1000, Claresholm, AB T0L 0T0, fax to (403) 625-3869 or deliver, in person, to Town of Claresholm at 221 – 45 Avenue West. Competition will remain open until January 11, 2019 at 4:00 PM.