

JOB POSTING

Managing Director, Niagara Historical Society & Museum

NIAGARA HISTORICAL SOCIETY AND MUSEUM

The Niagara Historical Society in Niagara-on-the-Lake encourages historical study of the Niagara region, collects and preserves historical records and artifacts specific to the Niagara area and encourages the preservation of the town's historical landmarks.

The Society operates a successful museum, which is made up of three connected buildings and houses a collection of over 40,000 artefacts and archives. It is recognized that the Museum and its contents is the major artefact of the Niagara Historical Society.

The Society & Museum operate on a combined budget of just over \$200,000 annually. They employ two full-time employees and hire contract personnel based on grants received for special projects. The Society has a membership of about 300 individuals or families, which includes about 70 active volunteers.

Reporting Relationship: The Managing Director reports to the President and the Board of Directors of the Niagara Historical Society

Job Purpose: The Managing Director is the chief operating officer of the Niagara Historical Society, responsible for all day to day operations; also has primary responsibility for the implementation of Board directed strategies and policies for the activities, collections and holdings of the Niagara Historical Society.

Primary Responsibilities:

Management:

- Manage the operations of the Society within budget
- Plan, develop, direct and carry out all operational activities of the Museum
- Research and assist in identifying sources of funding
- Represent the Museum at museum, heritage and other cultural events
- Track and report on the operations, maintenance and financial status of the Museum on monthly, quarterly and annual basis or as requested by the Board

Curatorial:

- Ensure the provincial Community Museum Operating Standards are met
- Research, record, collect and otherwise assist in matters concerning the history of the Niagara region and other Heritage links
- Maintain the collection of the museum, including its acquisitions, care and preservation
- Monitor environmental conditions of collection and building
- Develop and implement a seasonal building maintenance schedule

- Maintain and update all collection records
- Arrange for the implementation of permanent and temporary exhibits
- Develop, research and provide educational programs for children, students and/or interested community groups
- Answer public inquiries related to artefacts, local history and material culture

Additional Requirements:

- Front service duties required
- Required to work some evenings and weekends for special events and lectures

Knowledge and Skills Required:

- University degree with post graduate studies in Museum Studies or related field
- Knowledge of Microsoft Word, Access, Publisher and Excel
- Experience working on database systems
- Good oral and written communication skills
- Excellent leadership and project management skills
- Excellent analytical and problem solving skills in order to determine the goals of the Society
- Ability to do research
- Proven success in marketing, public relations and fundraising for heritage organizations is an asset
- Experience in Human Resource Management is an asset
- Knowledge of heritage and conservation standards for both artefacts and facilities
- Comprehensive knowledge of theory and practice of museum operations including research, collections management, artefact conservation, exhibit development and funding programs
- Knowledge of community needs
- Ability to cultivate and maintain contacts in the museum community, including related governmental organizations at the provincial and federal levels

Terms of Employment:

The Managing Director's job is a full time position as stipulated in the Niagara Historical Society Human Resources Policy.

Salary range: \$40,000 - \$50,000 (dependent on experience). Vacation periods will be specified in the contract with the Niagara Historical Society.

Please provide a resume and cover letter to the Niagara Historical Society before September 10, 2010.

Address the material to:

Amy Klassen
Society Administrator
43 Castlereagh Street
P.O. Box 208
Niagara-on-the-Lake, ON L0S 1J0

amyklassen@niagarahistorical.museum

No calls please. Only those considered for an interview will be contacted.