

GREATER VERNON MUSEUM AND ARCHIVES

Vernon, BC, Canada

Employment Opportunity

The Greater Vernon Museum and Archives (GVMA) is seeking energetic team members to drive our process of organizational restructuring. These are exciting times of change and great expectations at the GVMA. New employees will engage community stakeholders in Greater Vernon to tell stories and explore historical narratives that enhance local culture.

Job Title

BUSINESS MANAGER

Position Summary

The Business Manager reports to the Executive Director and works closely with all GVMA staff members. The Business Manager is responsible for ensuring effective implementation of operational routines in the museum facility. Business Manager works closely with all staff members to plan events and market museum services and opportunities within our community.

Responsibilities:

- Collaborate with the Executive Director to manage daily facility operations, including security, maintenance, cleaning;
- Establish advertising and marketing strategies to increase visitation and public engagement;
- Supervise and support museum coordinators for the following: events, daily operations, scheduling, problem-solving, and visitor concerns;
- Track day-to-day business data: income and expenses, staff leave information, volunteer hours, and visitor tallies;
- Coordinate annual fundraising activities in collaboration with Board of Directors and Executive Director;
- Develop and manage the GVMA website;
- Develop and manage volunteer recruitment strategies;

Qualifications:

- Excellent communication skills;
- Training and/or experience office management, administration, and/or marketing, with preference for those with experience in not-for-profit, museum and gallery, recreation, and/or educational environments;
- Advanced information technology skills, with preference for: database management, graphic design, desktop publishing, video and photo editing, and web tools;
- Minimum of three years post-secondary education, with a concentration, certificate, diploma or degree in one or more of the following areas:
 - Business, Office Management, Marketing, Human Resources, Accounting
 - Museology, Education, Tourism, Hospitality, Recreation
- Drivers' License and access to a vehicle is required.
- Criminal record check with advanced screening will be required

Position Terms

The full set of duties associated with this position make up a full-time, 35 hour per week, position from Tuesday – Saturday, with some evenings and schedule variability due to special events and programming.

The GVMA will consider applications from candidates interested in full-time, or part-time positions associated with these responsibilities. Candidates interested in part-time duties are expected to state it in their cover letters. Preference will be given to full-time candidates qualified to perform the full range of duties.

Application Process

To apply for this position please submit the following materials via email attachment in PDF format:

- Cover Letter
- Resume
- Original Writing Sample: 1 page, 300-500 words, Topic: “Effective application of business development principles in not-for-profit organizations”
- Copies of Certificates or Diplomas -- *combined as a single PDF file*
- Drivers abstract
- Contact details for at least 3 references

Applications will not be considered unless all materials listed above are included in a single email.

Please type **Business Manager** in the subject line and send your email and all supporting documents to hr@vernonmuseum.ca The GVMA thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please. Questions may be forwarded to the email above.

Application due date for first consideration: 1:00 PM PST, Monday, September 16, 2019

Note: applications may be accepted until position is filled.