



3009 32nd Ave
Vernon, BC V1T 2L8
Phone: (250) 550-3140
vernonmuseum.ca
mail@vernonmuseum.ca

Executive Director

Vernon, BC

Who We Are:

As we mark our 75th anniversary, we invite you to be part of the Greater Vernon Museum and Archives of Vernon's rich history. Founded by visionaries Charles Edward Haines, David Howrie Sr., and W.C. Pound—a pioneering taxidermist who gifted his collection to the City of Vernon—our museum has evolved from humble beginnings in a local high school to a thriving cultural hub. Over the years, we've grown through various locations and milestones, including formalizing our Board of Directors in 1970 and becoming a not-for-profit organization in 2016. Today, we continue to enrich the Greater Vernon area by collecting, preserving, exhibiting, and interpreting its unique artifacts and history. Our collections include over 25,000+ physical items and an additional 25,000+ objects in our archives including maps, photos, and video/audio clips.

The Greater Vernon Archives has the distinction of being among the most respected research facilities in the province. Each year, well in excess of 700 research inquiries from individuals in the province and many other parts of the country come through our archives. The Archives acquires and preserves material of archival and/or informational value to the North Okanagan and makes most of this material available to the public by employing accepted archival practices.

Looking forward, we are excited to be moving into the Greater Vernon Cultural Centre, a dynamic cultural hub for the region, co-locating three important venues: the Vernon Public Art Gallery, the Greater Vernon Museum, and an intimate presentation and event space. It will also create a new experience, the cultural commons, a shared social forum where visitors can start their journey or connect with friends and neighbors. Learn more about The Greater Vernon Cultural Centre [HERE!](#)

Join our dedicated team and contribute to shaping the cultural landscape of our vibrant community!

A Day in the Life:

The Executive Director leads the Management Team and provides strategic direction to the Greater Museum and Archives Society (GVMA) to address the business and strategic goals of the organization. The focus of the Executive Director is to ensure organizational alignment of operations with policies, RDNO Operating Agreement, and GVMA business and strategic plans, to secure financial stability through long-range planning and revenue development, and to initiate, develop and maintain relationships at the local, municipal, and provincial levels which increase the positive reputation and community network of the organization.

Key Responsibilities of the Executive Director (ED):

- Accurately and positively represent the organization to external stakeholders, including local government, community partners, secondary and post-secondary institutions, other non-profit organizations, indigenous bands, and the broader greater Vernon area.



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- Communicate directly and regularly with the GVMA President, or designate, and Region District of North Okanagan with respect to monthly operations and long-term organizational vision.
- Supervise and collaborate with staff and volunteers to ensure effective day-to-day operations.
- Develop and communicate annual operating budget, in collaboration with the Treasurer and Finance Committee, to the Board of Directors, RDNO and GVMA staff.
- Increase net financial gains through fund development, grants, and annual giving programs in collaboration with GVMA Board.
- Oversee human resources, including contract management, recruitment, onboarding, progressive discipline, performance assessment, training and development, and succession planning.
- Provide support to programming team with respect to school and education activities, events and other programs.
- Prepare or oversee funding and grant applications to secure financial support for the museum.
- Implementation of the GVMA business and strategic plans.
- Provide support for projects, initiatives and activities as directed by the Board of Directors.
- Ensure compliance with relevant laws and regulations governing non-profit organizations in British Columbia.
- Attend and present at the AGM and at board meetings on a regular basis, including the preparation of the Executive Director report and other supplemental documentation as request by the President.
- Attend and actively participate in relevant community events and committees as it relates to the organization and/or the Greater Vernon Cultural Center.

About the Team:

The Executive Director will report to the GVMA Society President on behalf of the Board of Directors as a whole in accordance with the Society Constitution, Bylaws and Policies.

The Executive Director will oversee a current team of seven full-time, part-time, and casual staff, in addition to contractors and seasonal interns, and a dedicated group of skilled volunteers.

Community:

Surrounded by three beautiful lakes, rolling hills and scenic vistas, the community of Vernon is the largest city in the North Okanagan Valley with a growing population of 40,000 people. Known for promoting a work-life balance lifestyle with a four-season playground, locals take advantage of the world-renowned golf courses, Agri-tourism, hiking and biking trails, Silver Star Mountain Ski Resort, and Sparkling Hill Resort, an unforgettable 40,000 sq.ft state of the art wellness facility with 3.5 million Swarovski crystals.

With an increase in young families moving to Vernon, the area remains a great place to visit and stay long-term. The community is a short-drive to the international airport, offers more than 100 lakes within a one-hour drive, family-friendly festivals and attractions are featured throughout the year, including a 10-day winter carnival that's been running more than 60 years.



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Vernon offers 19 secondary and private schools, a post-secondary college, and is located a short drive to the University of British Columbia's Okanagan campus. The North Okanagan is also home to a state-of-the-art performing arts centre, a 1930s historic cinema, and boasts a collection of 28 heritage murals throughout the downtown core.

See why Vernon is a community worth joining [here](#)!

Enough About Us, Let's Talk About You:

Desired Skills and Qualifications:

- A post-secondary degree in museum studies, history, business administration, non-profit management, or a related field.
- A minimum of 7+ years of progressive work experience in management or leadership roles within museums, cultural institutions, non-profit organizations, or another related field.
- Experience in strategic planning, financial management, human resources and community engagement is essential.
- Strong organizational and leadership skills.
- Excellent communications and interpersonal skills.
- Proven experience developing and management budgets, securing funding, and writing grant proposals.
- A history of successful public relations, marketing, and building long-term relationships with community groups, government officials and funders.
- Familiarity with museum operations, collections management and exhibition development, as well as an understanding of Canadian cultural policies and non-profit governance.
- Knowledge of fundraising strategies and donor relations.
- A strong passion for the GVMA's mission and vision, along with the ability to inspire and motivate staff and volunteers.
- Strong ethical standards and integrity in managing conflicts of interest, ensuring transparency, and adhering to all bylaws, policies and society requirements.

Total Rewards and Benefits:

We believe that people are the foundation of our success. We aim to be a nurturing environment where individuals can grow their careers and help shape the future of our community. Our comprehensive total rewards package includes:

- **Compensation and Flexible Hours:** We offer a competitive salary to reflect your experience and qualifications, ensuring that you are fairly compensated for your contributions to our mission. Our target range is \$35-45/hour up to a maximum of 30 hours per week.
- **Benefit Package:** We provide medical and dental coverage for you and your family.
- **Work-Life Balance:** We support a healthy work-life balance with flexible paid time off, ensuring you have the time you need to recharge.



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- **Community Engagement:** Our museum is a vibrant community where staff and volunteers share a passion for cultural preservation and community engagement, working together to enrich the lives of our visitors.
- **Collaborative Culture:** We value collaboration and teamwork, ensuring that every voice is heard and respected in our efforts to preserve and share cultural heritage.
- **Growth and Mentorship:** Learning and growth are integral to every role. You will receive mentorship and recognition for your contributions to the museum's growth and success.
- **Supportive Work Environment:** Our museum fosters a collaborative and inclusive team environment, prioritizing staff well-being, cultural preservation, and community engagement.

Next Steps:

We foster a culture of diversity, equity, and inclusion to drive innovation and growth. By promoting equal opportunities and embracing diverse perspectives, we challenge traditional methods and continually enhance our performance and progress. We believe that diversity and inclusion are key to driving innovation, making informed decisions, ensuring responsible business stewardship, and empowering our team members to flourish. If you need accommodations during the recruitment process, please feel free to reach out to us at gvmchair@vernonmuseum.ca

To apply, please send your resume and cover letter directly to the GVMA President at gvmchair@vernonmuseum.ca or by applying in-person during operating hours.

Thank you for applying; only those applicants selected for an interview will be contacted.