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

Executive Director

Vernon, BC

The Greater Vernon Museum & Archives (GVMA) is seeking an energetic, collaborative, and strategic Executive Director (ED) to lead the organization, strengthen its relationships throughout the community, and help shape the future of the Society as we transition the Museum into the new Greater Vernon Cultural Centre (GVCC).

Who We Are:

Having celebrated our 75th anniversary in 2025, the Greater Vernon Museum and Archives stands as a testament to the vision of its founders, Charles Edward Haines, David Howrie Sr., and W.C. Pound, a pioneering taxidermist who gifted his collection to the City of Vernon. From humble beginnings in a local high school, the museum has grown into a thriving cultural hub, moving through various locations and reaching key milestones along the way, 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 and 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.

The Opportunity:

Reporting to the Board of Directors through the President, the ED provides strategic and operational leadership to the organization while helping guide its participation in the planning, development, and transition to the Greater Vernon Cultural Centre.

The ED works closely with the GVMA Board, staff, volunteers, the Regional District of North Okanagan (RDNO), municipal and community partners, and other stakeholders to identify needs, establish effective relationships, and support the fulfillment of the Society's vision and mission.

THE MUSEUM & ARCHIVES OF VERNON

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As we prepare to move into the GVCC in 2027, and open to the public in 2028, a key priority will be leading the transition into the new building and ensuring programs and processes are set up to meet the needs of the community in the new space. This will include clarifying roles and responsibilities, identifying shared services and resources, establishing effective communication and decision-making processes, and developing practical ways for the organizations and other partners to work together seamlessly while maintaining their distinct mandates and identities.

The ED is an important public-facing representative of the GVMA and a collaborative partner in advancing the Cultural Centre's vision and contribution to the Greater Vernon community.

Key Responsibilities of the Executive Director:

1. **Strategic and Organizational Leadership**
   - Provide operational leadership to GVMA, implementing the strategic plan and developing operational plans for staff.
   - Oversee museum operations, programming, collections, archives, facilities, and visitor experience.
   - Foster a collaborative, inclusive, and forward-thinking organizational culture.
   - Providing recommendations to the board to identify opportunities to strengthen GVMA's visibility, relevance, and contribution to the community.

2. **GVCC Planning and Transition**
   - Lead the GVMA's engagement with community partners throughout the planning and transition to the GVCC.
   - Identify GVMA's operational, staffing, financial, facility, and service needs within the new shared space.
   - Collaborate with GVCC partners to develop a sustainable operating model, including roles, responsibilities, governance, shared resources, communication, and decision-making processes.
   - Support transition planning, operational readiness, and the development of agreements and protocols required for operating multiple sites.

3. **Community Engagement**
   - Represent GVMA positively and professionally to government, community organizations, Indigenous communities, educational institutions, funders, donors, and cultural partners.
   - Develop and maintain strong, respectful, and mutually beneficial community relationships.
   - Engage diverse stakeholders to understand needs, gather feedback, identify opportunities, and support informed decision-making.
   - Participate in relevant committees, working groups, and initiatives related to GVMA and GVCC.

4. **Financial Management, Fundraising and Revenue Development**
   - Develop and oversee annual operating budgets, financial plans, and expenditure controls, while working in collaboration with the Treasurer and Finance Committee.

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- Oversee grant applications, fundraising, donor development, sponsorships, and revenue-generating initiatives.
- Support financial planning for the GVCC transition, including shared costs, funding requirements, and revenue opportunities.
- Ensure sound financial stewardship and compliance with applicable requirements.

5. People, Culture and Organizational Development

- Lead, support, and develop staff, contractors, and volunteers.
- Oversee recruitment, performance management, training and development, and succession planning.
- Maintain human resources policies and the employee handbook to ensure equitable and fair treatment of all employees, while working in collaboration with the HR Committee.
- Promote a respectful, inclusive, and accountable workplace culture.

6. Operations, Programming and Visitor Experience

- Oversee the effective day-to-day operation of GVMA and the delivery of high-quality services and programs.
- Support exhibitions, educational activities, events, research, and community programming.
- Ensure the responsible stewardship, preservation, and interpretation of collections and archival resources.
- Promote an engaging, welcoming, accessible, and inclusive visitor experience that match the needs of Greater Vernon.

7. Governance and Accountability

- Report regularly to the Board of Directors on operations, financial performance, strategic priorities and risks, while also collaborating frequently with the Board President.
- Prepare reports, recommendations, and supporting materials for Board meetings and the Annual General Meeting.
- Maintain effective communication with the RDNO and other relevant governing and funding bodies.
- Implement Board-approved policies, strategic directions, and initiatives.
- Ensure compliance with the Society's Constitution, Bylaws, policies, and applicable legislation.

Required Qualifications and Experience:

The ideal candidate will be an experienced and collaborative leader who can balance organizational stewardship with the relationship-building, planning, and change leadership required to support GVMA's future. The following are the desired education, skills and experience:

- A bachelor's degree in museum studies, history, business administration, public administration, non-profit management, arts administration, or a related field. An equivalent combination of education and relevant leadership experience may be considered.

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- A minimum of five years of progressive management or leadership experience in a museum, cultural institution, nonprofit organization, public-sector organization, or related environment.
- Demonstrated experience providing strategic and operational leadership in a complex, multi-stakeholder environment.
- Experience developing and managing operating budgets, financial plans, funding proposals, and grant applications.
- Demonstrated experience building and maintaining effective relationships with community organizations, government representatives, funders, donors, and other stakeholders.
- Strong communication, negotiation, facilitation, and relationship-management skills.
- Demonstrated ability to engage diverse groups, understand competing needs, build consensus, and move collaborative initiatives forward.
- Demonstrated ability to lead, motivate, develop, and retain staff and volunteers.
- Experience leading or supporting organizational change, strategic planning, facility development, organizational growth, or a significant transition is an asset.
- A commitment to ethical leadership, accountability, inclusion, accessibility, and respect for diverse cultures, abilities, and backgrounds.

Application Information:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications, leadership experience, and interest in contributing to the future of the Greater Vernon Museum & Archives Society and the Greater Vernon Cultural Centre.

- **Position:** Executive Director
- **Location:** Vernon, British Columbia (on-site)
- **Employment:** 35+ hours per week, weekends and evenings may be required; for the right candidate, part-time hours may be considered (minimum 20 hours/week)
- **Reports to:** Board of Directors, Greater Vernon Museum & Archives Society
- **Compensation:** $65,000-80,000 annually, depending on experience
- **Other Benefits**: Medical and Dental coverage for you and your dependents

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.