

Contact:  
Grace Guy (she/her)  
E: [manager@yellowknifehistory.com](mailto:manager@yellowknifehistory.com)

Museum Manager  
PH: + 1 (250) 715-5602



## MUSEUM MANAGER

|                      |  |
|----------------------|--|
| Organization         | Yellowknife Historical Society   |
| Job Type             | Full Time, Contract  |
| Language Required    | English  |
| Location             | Yellowknife, NT  |
| Application Deadline | November 1, 2024   |
| Job Start Date       | December 3, 2024 (flexible)  |
| Date Posted          | October 2, 2024  |
| Email                | <a href="mailto:manager@yellowknifehistory.com">manager@yellowknifehistory.com</a> |
| Website              | <a href="http://www.yellowknifehistory.com">www.yellowknifehistory.com</a>         |
| Wage                 | \$35 per hour  |
| Reports to:          | President • Direct reports: Sub-contractors, volunteers, and paid staff            |

### THE ORGANIZATION

Located in the City of Yellowknife, the Yellowknife Historical Society (“YHS”) is a non-profit organization funded through various agencies of the Territorial, Federal and Municipal governments, charitable donations and membership. The YHS is committed to preserving the story of Yellowknife, including its social, cultural, economic, and natural history. The YHS has established a community-driven museum (the Yellowknife Historical Museum) located by the Giant Mine in Yellowknife. The YHS is governed by a volunteer Board of Directors. The YHS is a registered non-profit society and has charitable status.

The Yellowknife Historical Museum is one function of the YHS activities. Other YHS activities include fundraising events like the ‘Beer Barge’ event, which is organized by the Board of Directors, and the Society participates in trade shows and other community events as well. The Manager will be asked to collaborate or participate in these activities, however the primary responsibility for the Manager is the administration and operation of the Museum. A contract bookkeeper under the direction of the Board Executive takes care of overall Society accounting; the Manager manages museum revenue and expenses and reports to the Board Executive.

### THE POSITION

The Museum Manager is responsible for the Yellowknife Historical Museum operations and activities.

The Manager receives direction from and reports to the President of the Board. The Manager will provide both strategic leadership and tactical oversight to the development, implementation, and management of the Museum programming and general operations. The Manager will also contribute to the strategic and annual plans for the YHS’s other activities,

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events, and fundraising as it relates to the Museum. The Manager will research opportunities and prepare funding applications for government and private funding under the direction of the Board.

This position will require 35 hours of work weekly – 5 days a week (10:00 am to 5:00 pm, 7 hours per day), Tuesday to Saturday. Maximum number of hours per week will be 40 hours and may include participation at Museum related functions or events. The hours of work will be evaluated on a 6 month basis in consultation with the Manager to identify efficiencies or schedule changes.

## **CANDIDATE PROFILE**

Ideally the Manager is knowledgeable and passionate about Canadian and northern history, arts and culture, with experience in retail sales, project management, and fundraising. The Manager will bring demonstrated experience in human resources and financial administration to the job as well as excellent communication skills. The Manager will be both leader and ambassador for the YHS by maintaining positive relationships with the Board, staff, contractors, members, volunteers, artists, patrons, granting agencies, the local community and art organizations in the NWT.

## **RESPONSIBILITIES**

### **Leadership**

- Provide leadership, strategic direction, and financial accountability for the Museum.
- Build and nurture relationships with all stakeholders, including artists, diverse communities, partners, funders, audiences, and patrons.
- Stimulate and promote excellence and innovation in the Museum's programs and exhibitions.
- Play an advocacy and ambassadorial role for the YHS and the Museum.
- Collaborate with Board members, curatorial staff and other museum and cultural institutions to plan and present compelling exhibitions and displays.
- Manage the Museum's resources – human, financial and physical – to strengthen the Museum's role in an increasingly competitive environment.

### **Exhibitions & Programming**

- Oversee the overall direction of the Museum in relation to exhibits, research requests, and education activities.
- Prepare historical and cultural program plans on an annual basis for approval by the Board.
- Negotiate and manage contracts and agreements; maintain liaison with artists for gift shop management.
- Assist in the management and development of the permanent collection in concert with Board delegates (curatorial duties have been assigned to Board positions).

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- Assess historical and community cultural needs, while keeping current with local, regional, Territorial, and national trends.

### **Finance & Administration**

- Prepare an annual budget for Museum operations with revenue and cost projections in collaboration with the Board.
- Participate in regular meetings with the Board Executive and attend all meetings of the Board to provide reports on the Museum's financial and other activities.
- Ensure sound financial control and in accordance with the Board's accounting system. Monitor expenditures in relation to assigned budget and to actual income. Manage the Museum's capital assets.
- Anticipate and plan for the long-term financial needs and capital requirements of the Museum.

### **Fundraising & Development**

- Participate in the YHS's annual fundraising campaigns in collaboration with the Board of Directors.
- Be creative and entrepreneurial in pursuit of additional income opportunities.

### **Outreach & Advocacy**

- The Manager is responsible for the promotion of the Museum and its programs.
- Attend YHS and Museum events, often serving as YHS's ambassador, and introducing guest speakers, artist exhibitors or programs in relation to the museum.
- Maintain good relations with media outlets both locally and nationally
- Function as a spokesperson and community builder, helping to foster use of the Museum as a venue to encourage appreciation of Yellowknife's history. Use of the Museum as an education facility will be encouraged
- Be attentive to cultural diversity locally and across Canada with a commitment to equity, inclusivity, and accessibility.

### **Management**

- Manage staff and volunteers to efficiently run the Museum. Provide leadership to ensure guidance, mentorship, training, and direction to engage employees in the performance of their responsibilities.
- Manage the contract for the Museum café to ensure the operation of this facility complements and enhances overall museum experience.
- Develop an open-door culture that promotes respect and teamwork, builds loyalty, drives engagement, maximizes employee potential, and appeals to outside talent.
- Record, communicate and implement policies, and ensure guidelines, rules and procedures reflecting policies are in place and understood.

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## **CANDIDATE QUALIFICATIONS**

### **Essential Knowledge and Skills:**

- Post-secondary education in a discipline relevant to this position (or demonstrated equivalent experience). Strong preference will be given to candidates with post-secondary credentials in education, tourism, hospitality, or museum development.
- Experience in retail sales, communication, project management.
- Demonstrated successful administration and management experience in a similar leadership position.
- Strong budgeting and financial management skills.
- Experience in human resource management while motivating others, delegating effectively, and managing conflict.
- Knowledge and awareness of how to develop and engage diverse audiences.
- Understanding and experience in marketing, including the use of social media to engage audiences and grow attendance.
- Strong interpersonal skills, with a high standard of professional and personal integrity.

### **Asset Qualifications and Abilities**

- Demonstrated success and experience with fundraising an asset to the position
- Ability to utilize organizational and administrative skills effectively in order to prioritize and manage competing needs.
- Demonstrated abilities in working effectively with a volunteer board and the community in general, with a strong commitment to consultation and consensus building.

## **COMPENSATION**

An hourly wage of \$35 per hour.

## **HOW TO APPLY**

The Yellowknife Historical Society is an equal opportunity employer serving our diverse communities. We thank applicants for their interest, however, only those advancing in the process will be contacted. Preference may be given to existing Yellowknife residents.

Please email a resume and cover letter to:

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You can also contact Grace if you have any further questions about this position.