



## **Job Description - Museum Manager**

*The Wooden Boat Museum of Newfoundland and Labrador operates as a professional archivist, conservator, exhibitor and transmitter of the Province's knowledge and history of wooden boats and their builders.*

*Our Museum headquarters is located in Winterton, NL*

### **Duties and Responsibilities**

- The Museum Manager oversees all aspects of the operation of the Museum, including:
  - Administration, Personnel Management, Marketing
  - Collections
  - Programs

### **Administration, Personnel Management, Marketing:**

- Represent the Museum in contacts with the general public and local community.
- Develop and implement policies for the governance and operation of the Museum.
- Responsible for daily and weekly reconciliation of all revenue collected at the Museum through admissions, sale of merchandise, and workshop participation.
- Encourage visitors to purchase memberships and participate in boat building demonstrations.
- Maintain and oversee human resources for the Museum.
- Maintain inventory of products sold at the Museum.
- Report weekly to the Project Manager.
- Promote the Museum through a variety of social media.
- Manage the maintenance, security, and public safety of the building and grounds.
- Maintain visitor statistics for annual government reporting.
- Prepare funding applications as required.

### **Collections:**

- Oversee all aspects of collections management, preservation, conservation and care.
- Enact policies regarding Best Practices as per CEDP standards.
- Develop, maintain, and promote a public archives.

**Programs:**

- Develop internal and external programs for schools, children, adults and the general public, initiated by the Museum or in collaboration with groups and institutions in the community and region.
- Assist with program management and delivery.

**Knowledge / Skills / Abilities**

- Knowledge of all areas of Museum operations, including administration, collections, exhibitions and programs.
- Creative thinking and planning.
- Some knowledge with collections management software; PastPerfect preferred.
- Strong problem solving, leadership, written/oral communication and interpersonal skills.
- Able to undertake and manage a variety of tasks at one time.
- Able to set objectives and assess results.
- Management of human resources, financial and material resources.

**Qualifications / Education / Training**

- A Bachelor's degree in Business, Folklore, History, Anthropology or other degree applicable to the mandate of the Museum **OR** equivalent experience and training
- Background in personnel management, particularly in a heritage/tourism setting would be considered an asset
- Experience in the heritage field, including knowledge of day to day museum operations, proper museum practices, and artifact and collections management
- Proficient in use of word processing, spreadsheets, social media and other related technology