



Operations & Marketing Manager

Job Type: 1-year Contract (possibility for extension), 35-40 hours/week

Location: Rosland, BC

Salary: \$19-22/hour DOE

Start Date: Immediately

Closing Date: May 10th, 2021

The Rosland Museum & Discovery Centre's mission is to preserve and dynamically present the heritage of Rosland and area. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rosland with a particular emphasis on the mining and skiing histories of the area. We are located directly on the "Mining in the Kootenays" historic site – on top of the historic Black Bear Mine – with 5 acres of property and 6 exhibition buildings among many other display shelters. Additionally, we have an extensive community archive, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, downtown heritage walking tours, and various special events throughout the summer.

Job Purpose:

The Operations & Marketing Manager oversees all staff for the daily opening, operating, and closing procedures associated with Museum, Discovery Centre, Archives, and Visitor Centre operations and is responsible for the communications & promotion of all programs and events under the supervision of the Museum Director. Following our current strategic plan, the Manager is responsible for implementing Goal 3 – Increased engaged community in the RMDC experience through volunteerism, program delivery, and partnerships; and Goal 4 – Increased visits. The Manager is responsible for strengthening our public relations to ensure clear and consistent presentations and liaising with local partners and media to increase public accessibility and expand our volunteer and donor programs.

The ideal candidate for this position is an emerging museum/cultural sector professional having completed a program in museums/archives or non-profit management or communications/public relations or comparable work experience. They will have the ability to multi-task while maintaining accuracy under pressure. They will possess the ability to work cooperatively as part of a dynamic team.

The following are **essential** qualifications for the position:

- 1-3 years experience in marketing & public relations, non-profit/business administration, and/or similar post-secondary education
- Excellent organizational and planning/project management experience
- Excellent interpersonal and public speaking skills
- Excellent computer skills and experience in social media management
- Excellent English verbal and written communication skills

The following are **desired** qualifications for the position:

- Creativity, enthusiasm, and a love of learning
- Experience in or with the non-profit and/or cultural sector
- Knowledge of Rosland or West Kootenay history
- Minor labour and equipment maintenance experience
- Valid Class 5 Driver's License
- Current First Aid certificate

Please submit your resume and cover letter clearly demonstrating how you meet the qualifications and quoting the position(s) you are applying for by email (preferred) to museumdirector@rosslandmuseum.ca or drop off at 1100 Hwy 3B (junction of Hwy 3B and Hwy 22). Please include references.

For more information about this position, please contact Joelle Hodgins, Museum Director, at museumdirector@rosslandmuseum.ca or call (250) 362-7722.