

# CANMORE MUSEUM

## EXECUTIVE OFFICER

### **Who are we?**

The Canmore Museum is a not-for-profit society founded in 1984. We deliver compelling and remarkable experiences which celebrate community, place, and culture.

Our mission is to ignite shared experiences and unexpected connections. We find, spark, preserve, and trade stories, and ideas from people in Canmore and the Bow Valley. We bring people together around art, history, place and culture. Our goal is to build a stronger, more connected community. We are committed to learning and embodying authentic equity, diversity and inclusion in board and museum practices.

### **Where are we now? Where are we going?**

The museum has delivered on three years of our [four-year strategic plan](#). We have:

- Successfully navigated the global pandemic
- Found new strength in community
- Engaged and renewed governance board
- A solid financial position

Winter 2023 will be an exciting time to start with the museum. We are starting a new strategic planning process and exploring options for a new museum space.

### **Who are we looking for?**

The Executive Officer (EO) reports to the Board Chair. They have full responsibility for operating the museum and its associated facilities. They also ensure the museum meets annual strategic goals and objectives. The EO will lead the organization in realizing the new financial development strategy. They will spearhead strategies that excite and engage stakeholders, donors and the community. Museum experience is not essential. The EO will be passionate about museums and remarkable experiences that celebrate history and people.

From a skills/experience perspective, the EO is:

- An experienced business leader with a background in corporate and/or not-for-profit sectors
- Experienced in preparing and implementing strategic plans
- Skilled at leading and retaining staff and volunteers
- Adept at communicating with internal and external stakeholders
- Strongly proficient in revenue generation, including fundraising

From a personal perspective, the EO is:

- Confident in building relationships and taking on new challenges
- Personable and approachable
- Collaborative and someone who embraces our core values of equity, diversity and inclusion

- An honest and open communicator who is also an active listener
- Able to respond to escalating situations, quick deadlines and last-minute changes

## **SPECIFIC RESPONSIBILITIES:**

### *Operational Management:*

- Daily oversight of museum operations
- Work within the budget and framework of the strategic plan
- Manage museum facilities
- Oversight of exhibits, programs and community initiatives

### *Human Resources:*

- Direct management of three core teams roles (Program Officer, Visitor and Information Services Officer, Collections Officer)
- Direct management of Associate and Project/Curatorial Team members
- Recruitment, support and retention of staff, associates (contractors) and volunteers
- Ensure a positive and collaborative team environment
- Encourage, support, coach and develop team members

### *Fund Development:*

- Develop and realize strategies to build productive relationships
- Generate support from foundations, corporate sponsors and individual donors
- Manage earned revenue generation (program fees, retail shop, facility/banner rental)

### *Financial Management:*

- Responsible for managing financial performance
- Develop and apply revisions to financial strategies
- Maintain effective systems for service delivery from budgeting to reporting
- Use fiscal data as a management tool for decisions
- Provide timely financial reports to the board of directors
- Work with the Board Chair and Treasurer to prioritize a Fund Development Strategy

### *Annual Operational Planning and Evaluation:*

- Lead staff and associates to develop plans to submit for board approval
- Ensure all operational plans and reports meet strategic and operational goals within budget

### *Strategic Planning and Evaluation:*

- Lead the development of a new, four-year strategic plan in partnership with the board of directors that will:
  - Identify programming, new experiences and financial opportunities for the museum
  - Define the requirements of a facility (or facilities) to deliver these opportunities

### *Board Support:*

- Prepare agendas and board packages as directed by the board chair

- Engage the board in business planning, financial oversight, community outreach and fundraising

## **RELATIONSHIP BUILDING**

As a not-for-profit navigating the complex world of the 2020's, it is essential that the Canmore Museum is a leader in relationship building. The museum must have strong connections with local communities, the provincial and national arts, culture and museum sectors, and with local Indigenous communities.

*Expectations for the Executive Officer:*

- Act as the figurehead for the organization
- Build awareness of the museum's work and role in the community
- Build and maintain relationships with not-for-profit, business and government partners
- Raise the profile of the Canmore Museum in the wider arts and culture community for the purpose of increasing grant and funding opportunities
- Work in conjunction with the Indigenous Advisory Committee to champion and lead equity-based initiatives and program development in alignment with Truth and Reconciliation
- Ensure museum management, operations and program delivery align with the Truth and Reconciliation Commission of Canada's 94 Calls to Action and the Canadian Museum Association's [Moved to Action: Activating UNDRIP in Canadian Museums](#)
- Proactively build authentic and trusting connections in Indigenous and cultural communities through direct outreach, engagement and participation.
- Be knowledgeable, or willing to learn, about provincial, national and international best standards for museum practices
- Lead engagement of community-based advisory committees (Collections, Heritage & Indigenous)
- Support community partners (artsPlace, Bow Valley Immigration Partnership, Union Hall etc.)

## **OTHER EXPECTATIONS**

- Willing to work in Canmore at least three days a week, or more, to meet operational needs
- Willing and available to work a variety of shifts, including evenings and weekends
- Able to use Microsoft Office suite, plus communication and presentation tools (e.g. Basecamp, Canva)