



Position: Museum Supervisor (Full-time/Seasonal)

Reports to: Curator

Overall responsibility: leadership of museum programs and promotions under the guidance of the Curator. Develop and improve visitor services and outreach. Assist with supervision of daily operations and administration to ensure a successful season.

Leadership

- Assist with training, orientation and supervision of coordinators and volunteers.
- Lead and continually develop and improve the visitor experience at the museum.

Visitor Service

- Assist with developing guided and unguided tours to engage visitors in their visit to the Pemberton Museum.
- Assess, improve and develop signage on site to enhance visitor experience and orientation.
- Supervise delivery of visitor services by other staff and volunteers and provide coaching and feedback to continually improve visitor experiences at the Pemberton Museum.

Programming

- Assist with planning and executing museum programs and events.
- Assist with coordination of staff and volunteers.
- Assist with booking and coordination of group visits (schools etc...).
- Create activities and resources on site and online to connect visitors to Pemberton's rich history.

Promotions

- Promote museum programs and events through Pemberton Museum communication platforms and those of our partners.
- Oversee development of promotional material including signs, posters, press releases, blogs, social media campaigns and newsletters.
- Create, manage and review website and Blog updates, social media posts, comments and messages. Train all staff on website, email and social media procedures.
- Document procedures as required.

Operations:

- Assist with supervision of operations including daily and weekly inspections.
- Assist with security and safety management as required.

Administration:

- Assist with daily supervision of visitor services
- Assist with daily and monthly cash management
- Assist with monthly expense management, invoice review and follow up.
- Assist with museum membership management – receipts, mailing lists.
- Assist with timekeeping and scheduling of coordinator and volunteer hours for programs and daily visitor services.
- Assist with inventory and supply management for museum.
- Assist with collection management – receiving items, handling reproductions and research requests.

Consults with: all staff

Term of employment: (Full time, \$18/hr., 28 weeks, 1040 hours) **May 01 2019 – Nov 09, 2019.**



The successful applicant will possess the following skills and abilities

- resourceful and creative
- project management
- professional presentation and design skills
- ability to lead people and programs.
- excellent communication skills; verbal and written
- reliable and professional work standards
- outstanding visitor service skills
- works cooperatively with others
- prior supervisory or museum experience is an asset.
- proficient with MS Office; especially Word, PowerPoint, Publisher and Excel
- knowledge of photo, website and video clip management software.
- Physical requirements include: lifting, moving or carrying objects of various weight and dimension, climbing stairs, using a step ladder, standing for long periods, walking on uneven surfaces, and desk work.

Experience:

- previous supervisory or leadership experience.
- experience promoting and coordinating small events
- a variety of experience working with the public (children, families, adults, etc.).

Resumes will be accepted until **Mon, April 22, 2019 at 4:00 pm**. We thank all applicants for their Interest; however, only individuals short-listed for interviews will be contacted. Please forward resumes with cover letters to: **Personnel Committee**.