



Position: Museum Supervisor (Full-time/Seasonal)

Reports to: Curator

Overall responsibility: Leadership of museum programs and events 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 and fun season.

Leadership

- Assist with training, orientation and supervision of museum staff and provide coaching and feedback to continually improve visitor experiences at the Pemberton Museum.
- 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 on site signage to enhance visitor experience and orientation.

Programming

- Assist with planning and executing museum programs and special 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 communication platforms and those of our partners.
- 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 staff on website, email and social media procedures.
- Develop and document procedures with the assistance of the Curator.

Operations:

- Assist with development and implementation of Communicable Disease Protocols and supervise daily implementation.
- Assist with supervision of operations including daily and weekly inspections.

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 staff and volunteers.
- Assist with inventory and supply management for museum.
- Assist with collection management – receiving items, handling reproductions and research requests.

Term of employment: (Full time, \$20-22/hr., 31 weeks, 1240 hours) **May 1, 2022 – Dec 1, 2022**



The successful applicant will possess the following skills and abilities

- resourceful and creative
 - reliable and professional work standards
 - ability to lead people and programs
 - project and event management
 - outstanding visitor service skills
 - works cooperatively with others
 - professional presentation and design skills
 - prior supervisory or museum experience is an asset
 - excellent communication skills; verbal and written
 - proficient with MS Office; especially Word, PowerPoint, Publisher and Excel
 - knowledge of photo, website and video clip management software.
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- Physical requirements include: some 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.)

A love of history and building community a huge asset!

Resumes will be accepted until **May 5 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.