

HERITAGE CROWSNEST

HERITAGE CROWSNEST – *Heritage Crowsnest is smalltown tourist attractions celebrating stories larger than life. From rum running to tragic explosions, visitors to Alberta’s Crowsnest Pass are captivated by the area’s unique industrial history, exciting criminal ties and unforgettable landscape that has drawn people to the Crowsnest Pass for centuries. Together, the sites operating under Heritage Crowsnest exist to foster heritage legacies of the Crowsnest Pass through sustainable operations, good governance, and tourism growth. Heritage Crowsnest works to foster a consistent and credible tourist experience across all assets operating under the Heritage Crowsnest umbrella, while facilitating sustainability for partner heritage entities.*

The Opportunity

Operations Lead – Crowsnest Museum

There is an exciting new opportunity in the quaint and unique mountain town, Crowsnest Pass, Alberta. Heritage Crowsnest, a new organization operating the Crowsnest is seeking an energetic and creative individual as an Operations Lead.

The Operations Lead – Crowsnest Museum reports directly to the CEO and is responsible for the planning, managing and administration of the Crowsnest Museum. The position encompasses administrative, curatorial, and maintenance aspects. Through leadership, board relations, and community engagement the Operations Lead is the face and engine of the Museum. Chief responsibilities include managing and implementing the operational plan of the Crowsnest Museum, which includes day-to-day operations, programming, curatorial work, maintenance, staff coordination, annual planning of regular and unique events, hosting educational tours, and helping organize major fundraisers.

This is an exciting, new position within Heritage Crowsnest, and we are seeking an individual who wants to take the Crowsnest Museum to new heights.

Position: 5 days/week, 7.5 hours per day

Rate: Between \$40,000 and \$47,000/year salary. (Based on qualifications and experience)

Responsibilities:

- Oversee the day-to-day operations of the Crowsnest Museum.
- Oversee the communications of Crowsnest Museum.
- With the CEO, create and implement marketing strategies for the Crowsnest Museum.
- Administer public memberships of the Crowsnest Museum.
- In conjunction with the CEO, help plan Crowsnest Museum events and fundraisers.
- Work with the CEO to advance the Mandate of Heritage Crowsnest and the Crowsnest Museum.

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Requirements:

- Completed post-secondary education preferred with a focus in Museum Studies, History, Tourism, Business Management, or Events Planning.
- Minimum of 3 years professional experience leading and supervising staff, facility management, interpretation, and events.
- Past work experience with the development/implementation of programs and events, as well as experience managing/administering program budgets, contracts, and staff.

Skills and Abilities

- Excellent interpersonal and communication skills (verbal and written)
- Proven organizational and time management skills
- Ability to establish and maintain cooperative relationships with groups, organizations, artists, and internal/external partners
- Ability to work independently and in a team environment
- Knowledge of the culture and heritage activities in the community, and organizations providing services in these areas

To apply, please e-mail cover letter and resume to:

Chris Matthews – CEO at ceo@heritagecrowsnest.com

Deadline for applications is November 18, 2022, or until a suitable candidate is found.

Heritage Crowsnest wishes to thank all applicants, however only short-listed applicants will be notified. Heritage Crowsnest is an equal opportunity employer.