



Executive Director

Community Museums Association of Prince Edward Island

From its inception, the major goal of the Community Museums Association of Prince Edward Island (CMA-PEI) has been to upgrade the quality of museums on Prince Edward Island by providing the necessary skills and knowledge to museum operators. The movement towards high museum standards through professional development activities and the sharing of information is central to our very existence.

The Association conducts workshops, seminars and study tours; liaises with museums, government, other agencies and the public; develops and manages a museum resource centre; initiates special projects; adjudicates special grants to community museums, and undertakes a number of special initiatives with the Island museum community. The Association strives to develop projects which allow the museum community to work together making the maximum use of valuable time and resources.

The primary objectives for the Association are:

- 1) *To promote high standards, and whenever possible, increase the level of excellence in the museum community.*
- 2) *To facilitate communication and cooperation among members, other heritage organizations and government agencies.*
- 3) *To promote a public awareness of the functions of museums to collect, research, exhibit and interpret aspects of the past.*

DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Executive Director of the Community Museums Association of Prince Edward Island include, but are not limited to:

POLICIES AND ISSUES

- In conjunction with the Board, to develop and implement an annual plan of action including, but not limited to membership drives, fundraising activities and community events.

- To work closely with the Board to implement the directives, policies and objectives of CMAPEI as articulated by the Board and its committees.
- To identify, research and bring issues of the day to the attention of the Board.
- To develop and enhance CMAPEI's relationships with organizations, institutions and coalitions whose objectives are seen by the Board to be consistent with the goals and objectives of the CMAPEI.
- To act as spokesperson for CMAPEI as appropriate after consultation with the Board.

PROGRAM IMPLEMENTATION

- To continue to develop, implement and promote existing training, museum development programs and cooperative museum community initiatives to raise the professionalism, profile and capacity of PEI Community Museums and related organizations.
- To work with the Board, Committees and volunteers to develop, implement and promote workshops, programs, tools and other resources focused on addressing the needs of the Island community museums.
- To work with the Board, Committees, Community Museums and volunteers to develop, implement and promote programs.
- To provide the public with information relating to the important work of Island museums in the preservation of our Island heritage.
- To effectively maintain and mentor all staff and internship positions, as well as volunteers.

ADMINISTRATION

- To coordinate projects undertaken by the CMAPEI and to maintain overall supervision of projects funded through CMAPEI, including but not limited to financial control and fulfillment of reporting requirements.
- To liaise with other community organizations and partnering on events or projects.
- To prepare Executive Director Reports to present at the regular Board meetings and ensure the distribution of agendas and minutes.
- To participate with the Board in the hiring, supervision and guidance of staff including project staff.
- To develop, write and submit funding applications for funding project such as our federal Annual Museums Assistance Program Grant application and provincial Funding Applications.
- Provide an annual report of project activities at the Association's Annual General Meeting.

FINANCIAL

- To provide data as necessary and work with the Treasurer and book keeper to facilitate the development of an annual budget, to manage and provide regular financial reports for presentation to the Board and annual financial reports for membership and funders.
- To liaise with and report as needed to funders, auditors and banking institutions.
- To take overall responsibility for recruitment of members and maintenance of membership records, identification of, and application for, funding and grants; and in conjunction with the Committee responsible for fundraising, development and implementation of fundraising strategies and activities.

- Ensure preparation of the annual budget to be presented to the Board and reviewed regarding the organization's use of the budget.
- At least twice a year, confirm all statutory remittances are being made.

EDUCATION

- Minimum of a Bachelors University Degree and Diploma in Museum Studies.

EXPERIENCE

- Minimum of 2 years experience working in Collections Management and Museum Conservation in a community museum setting.
- Experience coordinating projects and supervising staff.
- Familiarity with Prince Edward Island Museum Community.
- Previous non-profit experience is an asset.
- Experience in planning and conducting museum related workshops an asset.
- Experience working with volunteers and museum professionals an asset.

SKILLS

- Understanding of Museological Principles and Application in a Museum setting.
 - Strong computer skills and experience working with and digital content.
 - Experience with collections management software an asset.
 - Training and basic knowledge in all aspects of museum operation, management and functions.
 - Effective communication and decision making skills.
 - Public speaking skills.
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Salary - Range depending on experience \$28,000 to \$32,000 per year. Full time 37.5 hrs per week.

For more information on the Community Museums Association of Prince Edward Island, please visit www.museumspei.ca

If this position appeals to you and you meet the above requirements, please apply in confidence by Tuesday May 9th 2017 to:

President
Community Museums Association of Prince Edward Island
PO Box 22002
Charlottetown, PE, C1A 9J2

E-mail: info@museumspei.ca

Resumes should be submitted in MS Word or PDF format.

The Community Museums Association of PEI, an equal opportunity employer, thanks all those responding to this invitation but will contact only those selected for an interview.