



Western Development Museum
Corporate Office

2935 Lorne Avenue
Saskatoon, SK S7J 0S5

P: 306-934-1400
W: wdm.ca

The Western Development Museum is seeking a Museum Manager - Yorkton

Are you passionate about museums and their role in society? **Do you believe** museums exist to serve their communities and represent the diverse histories found in Saskatchewan? **Are you a leader** capable of supporting staff and volunteers and collaborating with community organizations, volunteer groups and within the WDM system?

We are looking for a Museum Manager to oversee the WDM Yorkton. The Museum Manager supports the WDM in achieving its public trust responsibilities through the effective management of the WDM Yorkton. The Museum Manager is responsible for overseeing all operations within the WDM Yorkton including developing and monitoring operational plans and budgets as well as the successful delivery of programs and services. The Museum Manager provides the direction and support staff and volunteers need to accomplish Museum goals and objectives, ensuring the appropriate allocation of available resources, both financial and human.

We are looking for a Museum Manager who is:

- **A Servant-Leader** - wanting to make a difference for people and communities.
- **Community Oriented** - always seeking ways the Museum can serve communities in and around Yorkton.
- **Emotionally Intelligent** - able to work well with many different people.
- **A Strong Manager** - able to oversee all aspects of museum operations, resource allocation and human resource management.
- **An Excellent Communicator** - ensuring expectations and accountabilities are understood while also listening to understand and identify location needs.

The detailed job description is attached. The work schedule is generally 72 hours per 2-week pay period with a competitive salary and benefits package. Evening and weekend is required at certain time of the year and flexibility in working hours is required.

If you're interested in joining our team, please send a cover letter and resume.

Applications must be received by October 31, 2019.

Apply to:

Joan Kanigan, CEO
Western Development Museum
2935 Lorne Avenue
Saskatoon, SK S7J 0S5
Email: wadmin@wdm.ca

We thank everyone interested in this position but will only be contacting selected applicants.

Job Title:	Museum Manager - Yorkton
Immediate Supervisor:	CEO
Functional Supervisor:	N/A
Direct Reports: Education and Public Programs Coordinator, Museum Assistant, Maintenance Custodian	
Position Mandate: Supports the WDM in achieving its public trust responsibilities through effective management of the WDM Yorkton (herein referred to as the Museum) and the successful delivery of programs and services that are aligned with the WDM Strategic Plan and Ends Policy. Oversees all operations within the Museum including developing and monitoring operational plans and budgets. Provides the direction and support staff need to accomplish Museum goals and objectives. Ensures the appropriate allocation of available resources, both financial and human.	
<u>REPRESENTATIVE DUTIES</u>	
Operational Planning & Risk Analysis	
<ul style="list-style-type: none"> • Works with the CEO, Corporate Office department heads and Museum staff to develop and deliver the Museum’s operational plan. • Works collaboratively with Corporate Office staff designated as functional supervisors to ensure the proper implementation of policies, procedures and Museum activities. • Leads staff in the implementation of the operational plan, ensuring employees and volunteers understand the goals and their roles in achieving them. • Evaluates programs, proposals, facilities maintenance and overall operations to ensure risks are mitigated and opportunities are identified. • Ensures adequate contractual agreements are in place to meet audit requirements. • Ensures administrative and financial procedures are in place and are in line with organizational procedures and requirements. • Provides meaningful opportunities for staff input into operational planning and in the development of guidelines and procedures. • Oversees the Museum’s administration and operational functions. Sets guidelines and procedures that are in-line with established corporate policies and procedures. • Works collaboratively with the CEO and Director Finance to reviews plans and budgets for operations as part of the annual budget cycle, makes recommendations for budgets to the CEO. • Ensures outcome measures are in place and utilized for all operations and programs. • Undertakes special projects as assigned. 	
Programs, Services, Rentals	
<ul style="list-style-type: none"> • Oversees the delivery of programs, events and rental services reflective of the Museum’s mandate, operational plan and budget. • Provides appropriate program, service and policy recommendations for consideration by the CEO. 	
Staffing and Human Resources	
<ul style="list-style-type: none"> • Maintains an effective staff structure and clear reporting lines and accountabilities. • Implements human resource policies consistently and fairly for all staff. • Ensures adequate staffing for effective operations of the Museum. • Performs or delegates the hiring, coaching and supervision of employees in accordance with policy, procedures and approved budgets. • Ensures effective employee performance feedback, support and professional development opportunities are available for all staff. • Handles disciplinary matters in consultation with the CEO and the appropriate supervisor. • Ensures communication of relevant information and policies to staff. • Manages personnel files for Museum staff. 	

EDUCATION AND EXPERIENCE

The position requires a relevant undergraduate degree and a minimum five years of pertinent experience, most recently in a managerial role. An equivalent combination of education and experience will be considered.

ACCOUNTABILITIES**Strategic**

- The WDM vision, mission, mandate and ends are understood and communicated to staff and volunteers.
- Corporate Office roles and responsibilities relative to local roles, are clearly articulated and understood by staff.
- A positive and compelling profile of the Museum is created for the local community.
- The operational plan and budget are developed in consultation with the CEO and aligned with the Museum's strategic plan and Ends policy.
- Strong ties exist within the local community in support of collaborative relationships and initiatives.
- There is effective leadership through change and transition.
- Metrics are in place to evaluate programs, services and facilities within the branch and routinely collected and analysed to identify timely improvements and necessary changes.

Operational

- Implementation of operational and curatorial plans are satisfactory; allocation of resources is effective and within budget. Adjustments are made as required.
- Implementation of the branch budget is satisfactory and adjustments to the budget and related allocations are submitted for approval as and where required.
- Appropriate staff are hired, supervised and supported. Staffing challenges are addressed in a timely and appropriate manner.
- The Corporate Office receives accurate and timely financial and statistical information to support informed management decisions. Payables and receivables are accurate and submitted on time.
- Policies, procedures, laws and regulations relevant to the Museum are followed. Staff and volunteers understand and comply with all policies, procedures, standards, laws and regulations relevant to their positions or assigned roles. Operational procedures are complete and current.
- Occupational health and safety requirements are maintained, and the conditions for a safe and respectful workplace are in place for staff and volunteers.
- Positive and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- The Museum's areas are maintained in a professional and organized manner.

JOB SCOPE

Provides timely responses to continuous shifts in policy and direction as the WDM adjusts to ever increasing demands on their resources. Prepares operationally focused submissions and proposals. Planning and review of operations and programs is short to mid- term and has strategic implications. Sound judgement is used to review own and others' work, and when providing counsel to staff. Routinely addresses internal and external complexities impeding the delivery of service. Deals with emerging and unpredictable events in a time sensitive and timely manner. Must meet deadlines imposed by internal and external requirements.

EFFORT

The work is high volume and decisions ranging from the mundane to the critical are required on a routine basis. Impact of decisions is local and at times organization wide. Concentration is required for continuous planning, and for dealing with multiple projects with competing priorities. Difficult decisions are expected. Mental stress may vary depending on the complexity of assignments and conflict related to problem solving.

WORKING CONDITIONS

The incumbent works in an office environment and in all the Museum's areas on a routine basis. Occasionally meets in locations in Yorkton and surrounding area. Travels occasionally within the province.