

Employment Opportunity
Museum Manager
Full-Time Position



The Museum of Health Care at Kingston is seeking a self-directed, well organized, responsible person to serve as Museum Manager. This position will be responsible to the Chair, Board of Directors.

Responsibilities include:

- Human resources management including payroll and the recruitment, training, and supervision of administrative and public programming staff and volunteers
- Financial and accounting services
- Public relations, including marketing
- Grant writing, fundraising program development and administrative support to the Board of Directors
- Design, direction and delivery of educational programs for audiences of all ages

The salary range for this position is \$40,000 to 42,500 per annum, commensurate with experience and qualifications.

The successful candidate will ideally possess:

- Excellent interpersonal skills with the ability to effectively work with the public, Board of Directors, professional staff, volunteers and external organizations.
- A degree in a relevant discipline such as museum studies, or equivalent work experience.
- Experience in graphic design (Adobe Photoshop, Illustrator, and InDesign) and website maintenance preferred.
- Administrative experience including accounting practices, payroll administration, and supervision duties. Knowledge of Sage Accounting and E*Tapestry software will be considered an asset.
- Strong written and oral communication skills
- Ability to function independently with minimal supervision.
- Ability to work some evening and week-end commitments.

Anticipated start date: November 16, 2017

Please submit via email a cover letter, resume, and three references with contact information by 4:00 p.m. on October 10, 2017 to:

Ian M. Fraser
Museum of Health Care at Kingston
Ann Baillie Building National Historic Site, 32 George Street
Kingston, Ontario K7L 2V7
museum@kgh.kari.net

Submissions in Adobe Acrobat .PDF format are preferred.

We thank all applicants; please note that only those selected for an interview will be contacted.