

Employment Opportunity

Museum Director

Full-Time Permanent Position



The Museum of Health Care at Kingston is currently seeking a Museum Director. Under the direction of the Board of Directors, the Museum Director is responsible for the smooth functioning of the museum, by providing leadership to staff, ensuring effective administration, and supporting governance and advancement.

Key Responsibilities include:

Strategic Leadership and Board Collaboration

- Oversees the activities of curatorial and operational staff including, but not limited to, employee relations, recruitment and selection, performance reviews, and coaching and mentorship.
- Maintains documents relevant to Human Capital including, but not limited to, reporting, employee files, policies, ROEs, employment letters.
- Provides accurate and timely reports to the board and committees on the status of current operations in relation to the mission, goals and values of the museum, in collaboration with board's chair, and develops and controls the implementation of operational policies.
- Maintains meeting schedules, minutes, and invitations for Board and Committee meetings.
- Oversees the daily operations of the Museum including procurement of supplies and facility maintenance oversight.

Advancement, community relations, and engagement

- Acts as spokesperson for the Museum when needed and appropriate, working with the board, staff, and other stakeholders to communicate its curatorial goals, mission, vision, and values to local and national audiences.
- Leads and participates in all aspects of fundraising activity, including strategy development, oversight of grant writing, and public presentations to government agencies.
- Cultivates and maintains relationships with government agencies, healthcare institutions, the media, museum members, and funding partners.
- Works closely with the Advancement Committee to gather input from various stakeholders, including the board, staff, government officials, donors, members, and the public.
- Participates in community events on behalf of the MOHC and plays an active role in onsite MOHC events.

Financial and Financial Document Management

- In collaboration with the Board, implements a path towards sustainable growth with clear organizational and financial metrics.

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- Oversees the Museum's financial accounts including budgeting and producing and maintaining accurate reporting.
- Oversees accounts payables and receivables to ensure accuracy.
- Processes Museum employee payroll.

Salary:

50,000* annually, commensurate with experience.

(After 3 months of employment, staff are also entitled to apply for employee benefits.)

The successful candidate will possess:

- Completion of post-secondary education in Museum Studies, Fundraising, Education, Nonprofit Management, History, or a related field or a blend of other post-secondary education and relevant experience.
- 3+ years of experience in a Museum or other non-profit environment.
- Proven expertise in fundraising and grant writing.
- Experience with project management and staff supervision duties in a museum or related institution.
- Administrative experience including accounting practices, payroll administration, and supervision duties. Knowledge of Sage Accounting and E*Tapestry software will be considered an asset.
- Strong interpersonal skills coupled with excellent written and oral communication skills; comfortable presenting virtually and in-person to diverse groups.
- Ability to function independently with minimal supervision.
- Ability to work some evening and weekend commitments.

Considered Assets:

- Bilingual ability in French (written and oral).

To apply, please submit via email a cover letter and resume (in .pdf or Word .doc formatting only) by midnight ET on September 1, 2024 to:

Rowena McGowan, Curator and Acting Manager
rowena.mcgowan@kingstonhsc.ca

Please note, three professional references will be requested from candidates in later stages of the process.

This job posting is a summary of accountabilities. A complete job description can be requested at the above listed email and will be provided to candidates to review prior to the formal interview process.

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*salaries at the Museum of Health Care at Kingston are currently under review

Known as the Limestone City for its historic 19th century limestone buildings, Kingston is now Canada's museum capital. Situated on Lake Ontario, close to many outdoor activities, home to Queen's University, and conveniently located between Toronto, Montreal and Ottawa, it offers a residents a varied lifestyle, from arts and culture, to many outdoor activities. The Museum of Health Care at Kingston preserves and promotes the rich material legacy of our medical and healthcare past. Located in a National Historic Site, the Museum connects visitors with the experiences of people in past times and provides context and perspective on today's health issues.