



Executive Director – Job Description

Position Title:	Executive Director
Reports to:	This full-time position reports to the Board of Directors for the Lacombe & District Lacombe & District Historical Society.
Positions Supervised:	Bookkeeper Community Engagement Coordinator Museum Assistant Summer Students Interns Volunteer Positions
Location of Position:	Flatiron Building Museum 5005-50 th Ave Lacombe Alberta, T4L2L1
Regular Working Hours:	Monday to Friday 9-5pm, with additional or alternative hours as necessary. A RDO work model of is available with discussion and prior approval from the Board of Directors.
Position Type:	Permanent, Full-Time

Duties and Responsibilities:

- Directs, oversees and manages the operations of the Lacombe & District Lacombe & District Historical Society and the Lacombe Museums in Lacombe, AB.
- Assists the Board with long-term Financial and Strategic Planning.
- Develops and implements a balanced annual operating budget and provides monthly financial reporting.
- Responsible for Curatorial work, Exhibits, Programming, Collections Management, Communications, Publications, Marketing, Events and Fundraising.
- Responsible for Fund Development, Grant Writing and Government reporting.
- Prepares and presents annual reports and funding requests to the elected Councils of the City of Lacombe and Lacombe County.
- Represents the Lacombe Region at Provincial and Federal Conferences.
- Builds and maintains relationships with stakeholders and partners.
- Responsible for hiring, training and supervising all staff and volunteers.
- Responsible for the upkeep, maintenance, content of the museum website and social media platforms.
- Responsible for fostering and growing institution's impact and public engagement.
- Responsible for maintaining and/or renewing museum accreditation (AMA) and heritage designations.
- Supervises all projects for the organization.
- Represents the Lacombe & District Historical Society on the City of Lacombe Heritage Resources Committee (HRC).
- Represents the Lacombe & District Historical Society at industry meetings and events.

Qualifications:

- Degree/Diploma in Museum Studies, History, Fine Arts, Humanities or related field
- Minimum three (3) years' work experience at a Museum, Cultural Organization and/or Archives
- Ability to develop and work within a budget
- Knowledge of the Alberta Museum Association's *Standards and Guidelines for Museum Practices*
- Knowledge of the *Standards and Guidelines for the Conservation of Historic Places in Canada*
- Knowledge of Past Perfect 5.0 Collections Management Software
- Experience in a management and supervisory role
- Experience in planning (long-term and short-term)
- Customer Service, public relations and communications experience
- Experience working with non-profits, community and/or government organizations
- Grant writing experience
- Experience with social media and websites
- Knowledge of marketing and communications an asset

Special Conditions of Employment:

- No Criminal Record – Must Provide a Criminal Record Check and Vulnerable Record Check to be added to payroll
- Can climb stairs
- Can lift up to 50 lbs

Performance Review: After 3 months of employment and every 12 months thereafter.

Remuneration: \$62,953 - \$78,678

Commensurate with experience. The Lacombe & District Historical Society provides a benefits package that includes health and dental insurance.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected for candidate selection purposes. The Lacombe & District Historical Society is an equal opportunity employer, encouraging candidates of all backgrounds to apply. We appreciate all applicants' interest, and only successful candidates will be contacted for an interview.

City/Region Characteristics:

Lacombe, a city of approximately 13,000, is located in Central Alberta, midway between Edmonton and Calgary, and just 20 minutes north of Red Deer. As a small city situated outside of an urban center (Red Deer) in Alberta, and at the crossroads of major travel routes, Lacombe attracts thousands of visitors annually. The Lacombe & District Historical Society (LDHS), operating under the brand name "Lacombe Museum," is an award winning non-profit and an Alberta Museum Association *Recognized Museum Leader* which oversees the 1894 Michener House Museum, the 1902 Blacksmith Shop Museum, and the 1904 sandstone/brick Flatiron Building Museum. LDHS cares for over 40,000 artifacts and 20,000 records in its Collections Space and the Heritage Learning Garden, encompassing 0.3 acres of educational cultural landscaping on its 1.0-acre site with adjoining gardens. The diverse history of early Lacombe, the Michener Family, and subsequent occupants of the three buildings is represented in the Museum's collections, exhibits, programs, and special events.

Learn more about Lacombe Museum at: lacombemuseum.com

Learn about Lacombe at: lacombe.ca