



## **Vancouver Police Museum & Archives - Museum Executive Director**

Housed in Vancouver's most intriguing heritage building, the Vancouver Police Museum & Archives (VPMA) provides a unique lens through which to explore Vancouver's history.

The VMFA is an independent museum run by the Vancouver Police Historical Society, a registered charity. Its vision is to foster a community that is dedicated to open dialogue on the topic of law enforcement and crime in Vancouver's past and present by:

- Providing a rounded perspective and an open and safe place to discuss topics of law enforcement and the science of criminal and death investigation
- Engaging visitors with intriguing contextual information that places the choices and practices of local law enforcement within a wider scope of the city's history and the changing needs of Vancouver's citizens

### **Job Summary**

Reporting to the Vancouver Police Historical Society Board of Directors, the Executive Director is responsible for the strategic leadership and day-to-day operations of the VPMA. With a solid understanding of museum management, they motivate staff to reach high standards of museum and archival practices. The Executive Director is the spokesperson and public representative of the museum, whilst also being able to provide assistance in all areas of the business, including education, curatorial, archival, reception, event management and IT needs. The successful candidate will have proven relationship management skills and a community-minded approach to all civic engagement and public exhibit opportunities.

### **Roles & Responsibilities**

*Project Management* – The Executive Director is the museum's strategic leader, directing operations, programs, and activities on a day-to-day basis. They provide forward-thinking ideas and inspire staff and stakeholders to engage in new programs and exhibits that keep the museum fresh and relevant. They also set the pace and lay the groundwork for staff success by ensuring necessary timelines, budgets, and resources are in place.

*Financial Management and Fundraising* - All aspects of museum finances - daily account balances, revenue, and expenditures, payables and receivables, special and long-term financial needs - are the responsibility of the Executive Director. Setting a positive course for financial well-being by analyzing and maintaining budget performance is an important component of the position. As a self-funded organization, the Executive Director is required to identify fundraising needs and best sources of funds, and to write fundraising requests, grants, and develop sponsorship opportunities and engage stakeholders and community groups for potential donation and legacy opportunities. The Museum Director will also find ways to actively bring revenue into the museum, including merchandise and event creation and management.

*Community Engagement* - Supporting the growth and development of new audiences on-site and online through captivating marketing strategies is essential for success of the position. As the public representative of the museum, it is the Executive Director's responsibility to develop strategic plans to encourage and maintain memberships and community relationships. They will also liaise directly with persons from the executive and operational levels of the Vancouver Police Department.

*Board of Directors Relations* - The Executive Director acts as a professional advisor and guide to the Board of Directors on all aspects of the organization's activities and works closely with them to shape and maintain the vision and strategic plan. State-of-the-museum summary reports are delivered quarterly and comprehensive reports are prepared for the Annual General Meeting: financial statements, operational and curatorial reports, strategic plans, and financial forecasts.

*Human Resources* - The Executive Director is a leader and mentor to young professionals in the early stages of career development. They are responsible for the recruitment and management of staff and volunteers in a positive, inclusive atmosphere and to lead by example in all roles of the museum. The Director is also the first point of assistance with IT matters, internal building maintenance, and staff development and support.

*Heritage Building Maintenance* - The VPMA is housed in a City of Vancouver owned building with a designation in the Vancouver Heritage Register. The care and maintenance of the building falls to the Society and is managed by the Museum Director. It is important to be able to develop positive relationships with municipal staff to ensure proper care of the building.

*Film industry location representative*- Drawing on past experience with the film industry the Executive Director will actively engage local and international production companies and encourage the use of the museum in film and television. They will act as the museum liaison and site representative and be available for location events as well as be on-site for the duration of any filming.

### **Knowledge and Competencies**

- University degree in Museum Studies, Education, History, Business/Marketing, or related field
- Minimum 3 years of experience working in a professional arts & cultural administrative supervisory role
- Minimum 5 years experience working in the museum/heritage sector
- Minimum 1 years experience working in a police, justice, or law enforcement museum/heritage site
- A proven record of working effectively with a Board of Directors
- Experience in and knowledge of private fundraising and grant writing
- Experience in planning and managing cash flow forecasts, operating budgets and



financial reporting

- Skills in building and managing relationships involving a variety of stakeholder groups
- Ability to develop and implement planning processes and marketing strategies
- Proven skills as a clear and dynamic communicator who is passionate about leading
- Critical thinking and innovative problem-solving skills with a high level of self-motivation
- Valid driver's license with access to a car
- Proficient in Microsoft applications, Google Workspace, Wix website development, Linode collections database, and online meeting platforms

### **Work Expectations**

This position is 80% full-time comprising 30 hours per week over 4 days, between Wednesday-Sunday. Schedule flexibility is required for seasonal evening and special event programming. Remuneration is \$34.62 an hour, \$54,007.20 annually.

### **Application Deadline**

Friday December 27th, 2024 at 5pm

Please submit your resume by email to: [adm@vancouverpolicemuseum.ca](mailto:adm@vancouverpolicemuseum.ca)

No phone calls please