

# **Craigdarroch Castle Historical Museum Society**

## **Executive Director**

### **Job Description**

Under the authority and guidance of the Board of Directors, the Executive Director is responsible for directing the overall operations of the Craigdarroch Castle Historical Museum Society to achieve the organizational goals and objectives.

### **Duties and Responsibilities**

#### **Board Liaison**

Assists the Board in the development and implementation of long range strategic planning, ensuring the Society achieves its mission and toward which it makes consistent, timely progress. Communicates this Strategic Plan to staff and key stakeholders.

Provides appropriate and adequate information to the Board in a timely manner, ensuring that the Board is kept fully informed about the condition of the Society and its operations and all important factors affecting it.

Schedules, organizes and attends Board meetings and ensures accurate and complete minutes are maintained.

Oversees the logistics and the formal reporting of all Board and Membership meetings held by the Society.

Serves as a consultant and resource person to the Board and its committees and to the membership.

Provides orientation and guidance to new Directors, maintains Directors' term records and advises of recruitment needs.

Implements all policies, programs and other directives of the Board.

Assists the President in her/his duties.

Carries out plans and policies authorized by the Board.

Jointly with the President, Vice President and Treasurer, carries out official correspondence of the Society and executes necessary legal documents.

Maintains official records and documents and ensures compliance with federal, provincial and local regulations. Establishes and maintains association files and records, and ensures adequate record-keeping in all areas of operations.

## **Membership**

Oversees Membership programs, offerings and fees, including annual Membership Gala.

Communicates with members regarding upcoming expirations and new memberships.

Manages Membership donors ensuring appropriate charitable receipts are issued and communication done.

Serves as an effective spokesperson for the Society when called upon, representing the Society's projects and programs to Members.

Plans and executes the Annual General Meeting, in keeping with the Society's Constitution and By Laws and the Society Act.

## **Charity/Non Profit Management**

Prepares and submits the Society's annual Charitable Tax return. Maintains official tax/financial records and documents, and ensures compliance with federal, provincial and local regulations and related reporting requirements.

Ensures that funds are accounted for and disbursed in accordance with contractual requirements and any and all donor designations.

On behalf of the Society, ensures that appropriate acknowledgement and recognition is extended to all private and corporate donors.

Maintains a working knowledge of significant developments and trends in non profit and charitable management.

## **Financial Management**

Assists the President and Treasurer in developing financial strategies that ensure adequate funds are available to permit the Society to maintain its operations.

Develops the annual operating and capital budget and presents it to the Finance Committee.

Facilitates the development of all financial reports and reports regularly to the Board on the Society's financial status.

Authorizes and monitors expenditures within the total budget.

Oversees and monitors day to day financial operations, including cash handling and security.

Oversees and monitors investments and cash flow of the Society, ensuring investments are made in a timely manner and cash flow is covered in slower months with invested funds.

Identifies and pursues all appropriate revenue sources and coordinates fund raising activities.

Implements policies and directives with regard to financial and investment management.

Ensures adequate control and accounting of all funds including developing and maintaining sound financial practices.

Ensures that an annual independent Review Engagement is conducted and reported to the Board.

Completes and submits the annual Charitable Return.

## **Museum Store**

Oversees the management of the Museum Store, including sales, merchandising, inventory control and purchasing, product development, staffing and mail orders.

## **Human Resources**

Manages and/or oversees all areas of management of all full-time, part-time, casual and contract staff, maintaining a professional and competent work force as is essential to the achievement of the goals and objectives of the Society.

Provides general direction to all employees, assigning areas of responsibility, delegation of duties and allocation of tasks.

Develops and implements human resource policies and procedures where necessary and establishes clear lines of communication and authority.

Oversees scheduling in tandem with payroll budgets.

Assists in staff coverage where required and as needed.

Ensures accurate completion and submission of bi-weekly payroll, including year end T-4 creation and hire and termination records.

Maintains employee files and keeps them secure.

Manages benefit programs and accurate employee/employer cost sharing.

Maintains seniority records, ensuring employees receive benefits due in a timely manner.

Acts as key management representative for all union negotiations and issues and ensures negotiated contract rates and conditions are implemented in tandem with the agreement.

Ensures compliance with organizational policies and provincial and federal regulations regarding employment and the workplace.

Ensures that staff members are well informed and maintains open lines of communication throughout the organization.

Provides discipline when necessary, up to and including dismissal, with the approval of the Board of Directors.

## **Marketing/Public Relations**

Oversees all marketing/advertising strategies and directions and related expenditures as they meet the Society's goals.

Manages the image of the Society and promotes the Society and its programs in the media and to the general public.

Identifies new revenue opportunities and develops and executes related strategies to meet the Society's goals and objectives.

## **Community Liaison**

Promotes the objectives of the Society by establishing positive relationships with the public, government agencies, other cultural entities and the media.

Monitors public perception of the Society and responds where appropriate.

Develops and maintains professional liaison with the industry related communities in support of issues of mutual concern.

Acts in a senior public relations role to promote the Society and its goals and objectives at community functions, membership gatherings, or other events that may be requested.

Continues the ongoing development of awareness and relevance within the tourism, museum, historical, local, national and international communities.

## **Programming**

Provides leadership, develops, proposes, implements and maintains public programs that provide value and maximize benefit to the Society.

Evaluates how well program goals and objectives are met and makes recommendations to modify or terminate programs that do not meet or exceed established goals.

Oversees venue rentals and alternative uses ensuring they are in keeping with the Society's goals and objectives and provide value to the Society.

## **General Administration**

Establishes policies and procedures in keeping with the overall objectives of the Society.

Ensures all correspondence is handled in an effective and timely manner.

Maintains confidentiality of all internal matters pertaining to the Society, its members and its operations.

Oversees all office administration, machinery and equipment, supplies, filing systems and security thereof.

## **Visitor Services**

Ensures all visitors are welcomed and receive information related to the history of Craigdarroch Castle and its many occupants, as well as regarding the safety and protection of the Castle and themselves.

## **Volunteers**

Oversees management of volunteers and volunteer support programs

Ensures that programs, policies and procedures are in place to maximize volunteer involvement.

## **Curatorial/Interpretive**

In conjunction with key staff, develops interpretive presentations of the historic house museum, its occupants, architecture and furnishings.

Assists in the development and implementation of interior restoration projects of the museum.

Oversees the implementation and management of the Museum's Collection Policy, including accurate and secure record keeping of all collections and restoration activities and relevant activities.

Approves curatorial purchases of artifacts as they relate to the overall accurate presentation of the Castle's story.

Ensures the correct and secure handling, presentation and storage of all artifacts and furnishings, within museum standards of protection.

## **Restoration, Preservation, Conservation**

In conjunction with key staff, develops and implements restoration, preservation and conservation plans for the house and the site as necessary and as fitting for the interpretation of the site.

## **Site Management**

Ensures adequate security, upkeep and maintenance of all property and equipment owned, rented or leased by the Society.

Oversees rental properties, including property managers, rent collection and building care and maintenance.

## **OTHER DUTIES AS ASSIGNED**