



Executive Director

Permanent, Full-time

Golden & District Historical Society

About the Golden & District Historical Society

In the heart of the mountains, Golden has a unique history and an exciting future attracting many new residents looking for a vibrant lifestyle. The **Golden & District Historical Society** is a not-for-profit organization committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Through the **Golden Museum and Archives**, our small team inspires curiosity, involves our community, and shares our story. We are a dynamic, community-focused organization dedicated to safeguarding local heritage while creating meaningful, accessible experiences for residents and visitors alike.

Purpose

The Executive Director, a managerial position, is responsible for the overall leadership and operations of the Golden Museum and Archives. Reporting directly to the Board of Directors, the Executive Director oversees daily operations, collections management, fundraising, administration, visitor services, human resources, programming, marketing, community relations, and facilities management.

The Executive Director plays a vital role in ensuring the long-term sustainability, accessibility, and growth of the Museum and Archives while advancing the Society's mission and strategic goals.

Qualifications and Attributes for Success

- **Education**
 - Post-secondary degree in history, museum studies, or a related field
 - Relevant coursework, a diploma or a degree in non-profit management or business administration would be an asset

- **Experience**
 - Relevant work and leadership experience in a heritage/museum environment, nonprofit leadership, heritage conservation, public history, or a related field
 - Experience in fundraising, grant writing and follow-up reporting, sponsorships and individual giving
 - Experience in strategic planning, creating policy, and budget development

- **Knowledge**
 - Knowledge of museum or archival standards and best practices
 - Financial literacy (budgets, financial statements, payroll and bookkeeping)
 - Knowledge of relevant federal and provincial legislation (e.g. BC Societies Act, BC employment standards, occupational health and safety, freedom of information and protection of privacy acts, etc.)
 - Knowledge of employee recruitment and human resources practices

- **Skills**

- Strong leadership and organizational skills
- Community-minded with strong interpersonal skills
- Excellent written and verbal communication skills
- Public speaking
- Ability to work independently and collaboratively
- Strategic thinking and problem-solving skills
- Proficiency in computer applications and digital tools (e.g. Google Workspace)

A Vulnerable Sector Police Reference Check is required for this job. This can be completed upon the offer of employment.

Responsibilities

1. Organizational Leadership & Administration

- Provide overall operational leadership and report regularly to the Board of Directors
- Ensure compliance with legal, safety, insurance, and policy requirements
- Ideally will manage budgets, financial reporting, payroll, grant tracking, and bookkeeping (QuickBooks)
- Maintain up-to-date organizational documents, including AGM records and society filings
- Work with external contractors and monitor services provided
- Support the Board with reports, recommendations, and strategic planning

2. Collections Management & Archives

Work with the Collections Manager to:

- Oversee cataloguing, documentation, and digitization of collections
- Maintain and monitor environmental conditions for storage and display
- Conduct inventories and condition reporting
- Develop and enforce collections policies and handling procedures
- Undertake basic conservation and coordinate professional conservation support when required
- Ensure collections are accessible while adhering to museum standards

3. Fundraising & Revenue Development

- Research, prepare, and submit grant applications (federal, provincial, foundation, and other funding sources)
- Monitor grant compliance, reporting, and financial documentation
- Identify and develop additional revenue streams, including admissions, rentals, events, memberships, and donations
- Build and maintain relationships with funders and community partners

4. Programming & Exhibitions
 - Develop and oversee permanent and temporary exhibits
 - Plan and execute community events (e.g., Canada Day, Fall Faire)
 - Promote, guide and/or lead educational programming, including school visits, care home outreach, workshops, and speaker series
 - Administer and coordinate Summer Camp, including funding applications, hiring seasonal staff, registration, and planning
 - Collaborate with community organizations to expand program offerings

5. Visitor Services
 - Ensure accessibility to Museum and Archives services
 - Ensure a welcoming environment for all visitors
 - Provide and oversee archival research services
 - Maintain visitor statistics and conduct evaluations to improve services
 - Serve as First Aid Attendant for staff and visitors

6. Human Resources & Volunteers
 - Recruit, hire, train, and supervise staff
 - Develop staffing plans and secure employment funding (e.g. summer students)
 - Implement volunteer recruitment and engagement strategies
 - Foster a positive and supportive workplace culture

7. Marketing & Community Relations
 - Develop and implement marketing strategies
 - Oversee website, social media, press releases, and promotional materials
 - Represent the Historical Society within the Golden community and museum sector
 - Build partnerships with local organizations, tourism groups, and other museums
 - Attend relevant, board-approved, networking and professional development opportunities

8. Facilities & Safety
 - Ensure cleanliness, safety, and accessibility of the building and grounds
 - Oversee routine inspections (fire safety, pest control, etc.)
 - Coordinate maintenance, repairs, and facility upgrades in collaboration with the Board

Working Environment

- Full-time, 35 hours/week, position based in Golden, BC
- In person, on-site at the museum
- Small, friendly staff – ED and 2 employees throughout the year and some seasonal staff depending on program needs and grants
- Predominately office-based work, but also public engagement and occasional physical tasks
- Some evening and weekend work required for events and community meetings
- Reports directly to the Board of Directors

What We Offer

- Initial Salary: \$51,000 to \$57,000 depending on experience and qualifications
- Extended health benefits
- Subsidies for board approved, professional development opportunities
- Opportunity to lead a respected community organization
- Supportive Board of Directors
- Meaningful work preserving and sharing local history
- Live, work and play in a dynamic mountain community with endless natural beauty and unlimited adventures (<https://www.tourismgolden.com/>)

How to Apply

Interested candidates are invited to submit:

- A cover letter outlining qualifications and interest in the position
- A current resume
- Three professional references

By email to Board of Directors at director1@goldenbcmuseums.com

or in person at 1302 11th Ave S, Golden BC, V0A 1H0

Please note that applications by mail will not be accepted.

Applications will be accepted until the position is filled.

Only those applicants selected for interviews will be notified.

Join us in preserving Golden's past and shaping its future.