

Canmore Museum Job Title:

MUSEUM ADMINISTRATOR

The Museum Administrator is a vital front line position at the Canmore Museum & Geoscience Centre, responsible for overseeing the day-to-day activity in the Gift Shop, which includes handling cash and credit card transactions. She or he is in a key position to coordinate and recruit volunteers necessary to help run the day-to-day operations of both the Canmore Museum and the NWMP Barracks. The Museum Administrator will also be responsible for renewing museum members on a systemized monthly basis. A well-organized individual, the Museum Administrator will support key special events, such as the annual museum fundraising event, and other unique annual events like Miners' Day and the Rock and Fossil Clinic.

The Canmore Museum & Geoscience Centre is open seven days a week. This position involves working on weekends as part of your regular work week, which will be four days a week and 30 hours per week. This position includes a benefits plan, and the opportunity to be part of Canmore's history!

1. Gift Shop Responsibilities:

- Open and close the gift shop and museum each work day.
- Track and record daily attendance in both the museum and gift shop
- Count float (\$200) each morning, and reconcile sales at end of day.
- Become familiar with all new and existing inventories, including artwork, books, rocks, fossils, jewelry, postcards, souvenirs, kitchen items, women's apparel, and a children's section.
- Prepare Bank Deposits and drop off deposit at Bow Valley Credit Union
- Maintain good working relationships with local gift shop vendors who sell assorted artwork, walking sticks, jewelry, in our shop.
- Manage membership database – renewals, update contact info etc.
- Receive inventory and manage stock.
- Manage credit card bookings for events such as Historical Coal Mining Tour with Gerry Stephenson.
- Handle Collections Inquiries
- Answer phone, general inquiries
- Respond to emails, general inquiries
- Maintain and update free listings in local publications
- Light cleaning duties

2. Volunteer Coordinator Responsibilities:

- Coordinate scheduling of all volunteers for the Museum Front Desk as well as the NWMP Barracks, and all special events and programming. Match up volunteers with appropriate opportunities according to their skills and expertise.
- Provide introduction, orientation, and training for all volunteers to the Canmore Museum and NWMP Barracks.
- Operate the volunteer program within the available budget, to include the annual volunteer luncheon and other volunteer appreciation events.
- Actively recruit volunteers for the Museum and NWMP Barracks by researching volunteer posting/recruitment opportunities and strategies
- Keep an accurate record of volunteer hours.
- Write thank you notes to the volunteers on a regular basis and confirm next working dates.
- Organize annual volunteer appreciation event
- Troubleshooting with volunteer issues or point-of-sale challenges at front desk or Barracks
- May need to assist volunteers with museum cash-out
- May be seconded by board member volunteers who need assistance

3. Geoscience Programs support

- Earth Science for Society conference held in Calgary each spring
- Rock and Fossil Clinic hosted by Canmore Museum each autumn
- Roving Scientists summer program
- Science Odyssey national program

4. Special Events support

- Annual Special Events include Earth Science for Society (March); Science Odyssey (May); Miners Day Parade (July); Rock and Fossil Clinic (Oct).
- Active participant in planning and execution of special events
- Marketing special events (ads/posters/website write-ups), and putting up posters around town
- Taking photographs of special events and posting on social media
- Support community partnerships, such as Canmore Library partner events.
- Occasional maintenance: cleaning around museum, changing lights, moving things to Storage Facility.

The ideal candidate will be:

- friendly and genuinely enjoy talking to people.
- comfortable and confident selling items in the Gift Shop
- comfortable and confident encouraging people to visit the museum
- comfortable and confident answering general tourism questions
- will have knowledge and enthusiasm for history and science in general and the local geology and history of the Bow Valley
- retail experience handling cash, credit cards, banking transactions.
- excellent communication skills for working with other staff, volunteers, the community, funding organizations and donors
- experience organizing successful special events and programs including marketing and promotion
- computer skills including email, googledocs, and MS Office.
- Familiarity with Adobe InDesign, Illustrator, Publisher is an asset
- Bachelor or Master's degree in earth science, museum studies, history, or education is an asset.
- First Aid Qualification.
- Having a vehicle is an asset
- Social Media experience is an asset
- The successful candidate may be required to undertake a criminal background check including a Vulnerable Sector check, and be willing to accept a flexible schedule including working weekends and occasional evenings.

Start Date: September 1, or as soon as an ideal candidate is found.

To Apply: please send your cover letter and resume to **director@cmags.org**