



# Dartmouth Heritage Museum

26 Newcastle St, Dartmouth NS B2Y 3M5 | (902) 464 2300 | [www.dartmouthheritagemuseum.ns.ca](http://www.dartmouthheritagemuseum.ns.ca)

## **SEEKING EXECUTIVE DIRECTOR**

**Institution:** Dartmouth Heritage Museum (DHM)

**Location:** Halifax Regional Municipality (HRM), Nova Scotia, Canada

**Salary:** \$50,000.00 CAD per annum

**Closing Date:** June 30, 2024 11:59 PM

**Weblink to Institution:** [www.dartmouthheritagemuseum.ns.ca](http://www.dartmouthheritagemuseum.ns.ca)

### **OVERVIEW**

The Dartmouth Heritage Museum Society (DHMS) seeks an energetic, motivated, responsible, innovative, creative and culturally-aware Executive Director. The portfolio comprises two historic houses and a collection, owned by HRM and operated/managed by DHMS under a Management & Operating Agreement. Reporting to the DHMS Board, the incumbent implements, with substantial autonomy, a long-range strategic and annual business plan. Responsibilities include Financial Management, Business Planning, Grant Solicitation, Programme Development and Implementation, Human Resource Management, External Liaison and Community Engagement, Facility Management, Performance Measurement and participation in ANSM TRACK.

The successful candidate will:

- Plan, organise, direct, control, administer, monitor and evaluate community museum operations
- Undertake financial planning and budget management, including annual Business Plan development
- Work effectively with a Board of Directors, HRM staff, private contractors and other external agencies
- Engage with public and private agencies to identify, apply for, secure and manage grant funding
- Recruit, lead, motivate, supervise, train, develop and evaluate museum staff and volunteers
- Direct the development, creation, installation and update of new and existing exhibits
- Undertake community outreach and engagement

### **ESSENTIAL QUALIFICATIONS**

The successful candidate must:

- Possess the knowledge, experience and confidence to competently execute assigned responsibilities
- Be capable of moderate physical exertion (carry 12 kg weight up and down stairs, use a ladder, etc.)
- Be legally eligible for full-time permanent employment in Canada at time of response
- Possess depth and breadth of experience demonstrably relevant to the position
- Possess post-secondary qualifications demonstrably relevant to the position
- Be a resident of or able to commute to/from or relocate to HRM
- Possess highly-developed English-language communication skills
- Possess highly-developed interpersonal relations skills
- Possess well-developed IT and social media skills
- Possess a valid Canadian driver's licence

This is a multi-phased recruitment competition targeting a work commencement date of mid-September 2024. Consideration will be given to emerging museum professionals looking to broaden their management skills and experience. Applicants are requested to send a comprehensive electronic resume and cover letter to [board@dartmouthmuseum.ca](mailto:board@dartmouthmuseum.ca) not later than the closing date indicated above.

DHMS thanks all respondents for their interest; however, only those selected for interview will be contacted.

**DHMS is committed to Equity, Diversity and Inclusiveness; applications are encouraged from all demographics, genders and visible minorities.**