

Employment Opportunity

Job Title:	Managing Director		
Position:	22.5 hours per week – regular part time staff	Competition	11 March 2019 – 29 March 2019
Hourly Rate:	\$25 per hour	Info. contact:	(613) 507-4014; info@kingstonmuseums.ca
Start Date:	21 May 2019	Location:	837 Princess Street, Suite 203A, Kingston, Ontario K7L 1G8

The Board of the Kingston Association of Museums, Art Galleries & Historic Sites (KAM) is seeking candidates for the position of Managing Director for the Association (regular part-time staff position, 22.5 hours/week with benefits).

Position Description

In consultation with the Board, the Managing Director acts as the primary external contact for the Association; works internally with all members and committees of KAM to implement goals and ensure adequate communication; and oversees a wide range of projects and initiatives of the Association with members and external collaborators. One of the main annual responsibilities of the Managing Director is management of the City of Kingston Heritage Fund grant competition each year. The successful candidate will be a demonstrated self-starter with an excellent knowledge of the cultural sector and with the ability and willingness to work flexible hours. The position requires proven ability to supervise staff and to create reports for the Board and external funders (various levels of government, and other collaborators). The position reports directly to the Board.

KAM is a non-profit, umbrella group composed of individuals and institutions with a keen interest in heritage. KAM's member institutions range from federally owned sites, to sites which are member owned and volunteer operated. Some operate seasonally; others are open year round. Many sites have specialized collections which are of local, national, or international significance. KAM's cultural heritage focus encompasses: archaeology; earth sciences; fine art; trades and technology; education; marine; medical; military; and sports history. KAM exists primarily to raise public awareness through the facilitation of collective marketing, promotion, and joint programming initiatives. KAM is also engaged in supporting its membership through the dissemination of information, and professional development training related to museum/gallery/historic site function and operation.

PRIMARY ROLES AND RESPONSIBILITIES

The Managing Director provides leadership and management of the organization in keeping with the goals and direction set by the Board of Directors. Specific duties will include:

- a) Overseeing projects and initiatives to achieve the goals and objectives of the Association with monthly reports of progress for the Board, and annual reports for Association collaborators and funding bodies.
- b) Identifying, assessing and informing the Board of internal or external issues that affect the Association while providing professional advice to help the Board make informed decisions on such issues.
- c) Representing the Association at community activities to enhance the organization's community profile.
- d) Representing the Association on relevant City of Kingston committees.
- e) Managing the annual City of Kingston Heritage Fund grant competition.
- f) Supervising permanent (currently one employee) and occasional staff and student placements.
- g) Providing support to the Board by preparing meeting agendas and supporting materials.
- h) Assist in the development of an annual budget for the Association.
- i) Grant writing to obtain funding for Association projects.
- j) Maintain effective communications with the Board, KAM members, community members, the broader cultural sector including the City of Kingston, Kingston Arts Council, and the Ontario Museum Association.
- k) Other duties as assigned by the Board.

STATEMENT OF QUALIFICATIONS

Experience

- Significant experience in the non-profit sector in a related field such as management, grant writing, project funding supervision.
- Significant experience in internal and external communications.
- Experience in supervision of staff.
- Experience in financial management, budgeting and auditing processes.

Abilities

- A demonstrated ability in the management and procurement of grants.
- A demonstrated ability in marketing and communication, both oral and written.
- A demonstrated ability in team building.
- Demonstrated organizational skills.

Personal Suitability

- Demonstrated leadership skills.
- Personally connects with others.
- Adaptability.
- May be required to obtain and maintain a satisfactory Canadian Police Information Centre (CPIC) Police check and/or a vulnerable sector check.

Assets

- Knowledge of the Kingston cultural heritage landscape.
- Bilingual in English and French both oral and written
- Valid Class G driver's license

EDUCATION REQUIREMENTS

University degree or other post-secondary education in the areas of management, public relations, museum studies, cultural resource management, marketing or communications with related work experience.

COMPETITION ENTRY INSTRUCTIONS:

Resumes with cover letter and contact information for three references (combined into one PDF document for digital submissions) should be sent to:

Mr. David St. Onge, President
Kingston Association of Museums, Art Galleries & Historic Sites
837 Princess Street, Suite 203A
Kingston, Ontario
K7L 1G8

Or: info@kingstonmuseums.ca, with Subject Line – **Managing Director Competition**

The Kingston Association of Museums, Art Galleries and Historic Sites invites applications from all qualified individuals. We thank all those who apply; however, only those selected for further consideration will be contacted. We represent an inclusive, welcoming environment committed to fostering a positive and progressive workforce reflecting the community we serve. Every effort will be undertaken to accommodate accessibility requirements throughout the recruitment and selection process. Applicants should make their needs known in advance.