



## DIRECTOR OF RESEARCH, COLLECTIONS & EXHIBITS

The Manitoba Museum, a not-for-profit and charitable organization, is Manitoba's largest heritage and science centre. We are unique in our combination of human and natural history themes, multi-dimensional interpretation, immersive dioramas, science and astronomy education, with quality school and public programs and exhibits. The Museum is currently embarking on a multi-phased capital campaign, which will see a renewal of 42% of the Museum Galleries over the next three years.

The Museum is **recruiting an experienced senior Museum professional for Director of Research, Collections & Exhibits** to lead all areas of responsibility including research, collections, conservation and collections management, and exhibits.

The successful candidate will have a post-graduate degree in a related discipline, such as history, natural sciences, conservation, museum studies, or collections management and at least six years experience in a senior management role, preferably in a museum environment. The successful candidate will also have a strong track record in writing and managing grants. Experience in capital renewal planning and execution is an asset.

A full description is below.

Applications will be received until **Tuesday, January 31, 2017**. Interested applicants are required to forward a résumé and cover letter with salary expectation to:

Director of Human Resources  
The Manitoba Museum  
190 Rupert Avenue  
Winnipeg, MB R3B 0N2  
Fax: (204) 942-3679

Email: [ladeleyeolusae@manitobamuseum.ca](mailto:ladeleyeolusae@manitobamuseum.ca)

We are not able to acknowledge receipt of applications submitted via fax or mail.

The Manitoba Museum is committed to employment equity and welcomes diversity in the workplace. We thank all applicants for their interest; however, only those being considered for interviews will be contacted.

## DIRECTOR OF RESEARCH, COLLECTIONS & EXHIBITS

**JOB DESCRIPTION:** Excluded

**1. General:**

The Director of Research, Collections & Exhibits reports directly to the Executive Director/CEO. This is a position of senior management responsibility and leadership that includes supervision, co-ordination, evaluation and reporting for the Departments of Human History, Natural History, Collections and Conservation, Library/Archives and Intellectual Property, and Exhibits. The incumbent is a member of the Senior Management Team and fulfils the duties associated with the work of that group.

**2. Key Accountabilities & Typical Duties:**

**A. Priority 1 – Leadership & Strategic Direction**

To provide strategic direction and leadership to the Division of Research, Collections & Exhibits, and its various departments and staff, to fulfill the Manitoba Museum's mandate, mission and vision to its fullest potential.

- i. Develops strategic short- and long-term plans for Research, Collections & Conservation, Information Services, Exhibits and Presentation Standards, Publications, and identifies the resources necessary to support these areas.
- ii. Establishes all goals, priorities, and work schedules for areas of responsibility in relation to the Museum's annual business planning cycle and capital projects.
- iii. Works closely with staff to ensure the Manitoba Museum's collection is safe, secure, documented, preserved, researched, accessible, and used (as appropriate).
- iv. Develops and implements policies and procedures relevant to the operation of all areas of responsibility.
- v. Functions as a member of the Directors' Team, sharing responsibility for tasks, such as the preparation of institutional policies, strategic and operational plans and budgets, programs and projects.
- vi. Functions as a member of the Senior Management Team, providing input and monitoring the implementation and evaluation of the annual Business Plan and Budget.

**B. Priority 2 – Research, Collections & Exhibits Oversight**

To oversee RCE operational activities, maintaining open lines of communication with Management and staff; report to governing bodies; facilitate meetings to promote the useful dissemination of information; and to foster effective teamwork.

- i. Responsible for recruitment, selection, termination, performance management with the support of Human Resources, of Divisional staff, including work planning and review, and succession planning for direct reports, within established Museum policy and procedures.
- ii. Oversees all operational aspects of Research, Collections & Conservation, Exhibits, Information Services, and Publications, including the scheduling and facilitation of divisional, departmental, and project-focused meetings.

- iii. Oversees the strategic development, use and preservation of the Manitoba Museum's collections and intellectual property.
- iv. Mentors direct reports in their functions and provides guidance in professional development to ensure departmental objectives are attained.
- v. Provides management support to any committees of the Board of Governors, as required; reports annually to The Manitoba Museum Foundation's Research Advisory Committee and Board of Directors.
- vi. Reports annually to the HBC History Foundation Board of Directors.
- vii. Approves and controls the allocation of staff and operating resources and expenditures for the divisional area of responsibility; provides progress reports as required.

C. Priority 3 – Project Management & Partnerships

To work with Manitoba Museum staff to facilitate creative projects and inter-divisional communication; foster partnerships; and advance high standards of professional achievement through sustainable practices.

- i. Develops creative, multi-disciplinary projects within Research, Collections & Conservation, Exhibits, Information Services, and Publications that address institutional priorities; ensures their completion within established timeframes and budgets; and evaluates their effectiveness.
- ii. Oversees the development of grant applications, partnership arrangements, and curatorial revenue-generating opportunities for authorization by the Executive Director/CEO.
- iii. Liaises with other Directors to integrate divisional plans, projects and strategies, and to rotate weekend on-call duties.

D. Priority 4 – Public Outreach & Networking

To advance the Manitoba Museums goals and objectives through interaction with colleagues, partners, stakeholders, and public outreach across multiple fields (culture, heritage, education, science, research, etc.).

- i. Fosters collaborative partnerships, memoranda of understanding, and agreements with external stakeholders and organizations.
- ii. Represents the Manitoba Museum on interagency initiatives and at public events relating to areas of responsibility.

E. Perform other duties as reasonably assigned

- i. Rotates with other Directors for weekend on-call duties.
- ii. Acts on behalf of the Executive Director/CEO when assigned.

## **MINIMUM REQUIRED QUALIFICATIONS:**

### **1. Skills, Abilities and Knowledge**

- i. Thorough knowledge in areas of responsibility, including research, collections management, conservation, library/archives, information management, and exhibitions.
- ii. Well-developed knowledge of management and financial reporting and budgeting processes, as well as human resource concepts, practices, current trends, and ideas.
- iii. Knowledge of the mission, function, and operational procedures of the institution.
- iv. Demonstrated leadership ability, including the successful development and implementation of multi-stakeholder projects, and community consultation.
- v. Demonstrated ability in consensus-building and conflict resolution.
- vi. Excellent oral and written communication skills, with the ability to speak effectively in public.
- vii. Knowledge of evaluation methods.
- viii. Willingness to adapt to a changing environment.
- ix. Ability to work independently and in an organized manner with little supervision.
- x. Knowledge of software applications, including word processing, spreadsheets (Excel) and databases.

### **2. Education, Training and Experience**

- i. Post-graduate degree in a related discipline, such as history, natural sciences, conservation, library and records management, museum studies, or collections management.
- ii. General knowledge of Manitoba's human and natural history, with specialized knowledge in at least one area, is a definite asset.
- iii. Six to nine years experience in a supervisory or management role, preferably in a museum environment.
- iv. Experience in recruitment and selection, performance management and labour relations, preferably in a union environment.
- v. Demonstrated track record in writing and managing grants.
- vi. Experience in capital renewal planning and execution is an asset.
- vii. Equivalent combination of education and experience.

This is a fulltime position beginning April 2017. The incumbent will report to the Executive Director /CEO. Please submit your resume, including cover letter with salary expectation, on or before **Tuesday, January 31, 2017** to:

**Director of Human Resources  
The Manitoba Museum  
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[ladeleyeolusae@manitobamuseum.ca](mailto:ladeleyeolusae@manitobamuseum.ca)**

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