



BUSINESS MANAGER

The Cranbrook History Centre (CHC) is a museum which provides residents and visitors with engaging and informative exhibitions, and programs focused on the histories, people and stories of Cranbrook and the East Kootenay region, as well as an archive dedicated to study and research. The CHC is currently looking for a business manager who will be accountable for the museum's overall marketing, grant writing, customer service and day to day management. This position will work closely with the museum's curator.

Type of position: Full Time

Hours of work: The applicant will work 8 hours per day, 5 days per week. Since the museum is open seven days per week the applicant will be required to work a schedule that will involve working some week end days.

RESPONSIBILITIES:

Key Responsibilities:

- Develop and implement the Cranbrook History Centre annual marketing plan, including coordinating all third-party advertising arrangements.
- Identify grant opportunities and prepare grant applications. Track grant expenditures and ensure that all grantor conditions are met.
- Administer the donations program including tracking and recording of donations, issuing tax receipts and letters of appreciation etc.
- Develop, implement and manage the Cranbrook History Centre volunteer program including overseeing volunteer recruitment and retention.
- Plan, implement and assess success of events that fit with the museum mandate and increase revenue.
- Oversee facilities rental and franchise operations, including scheduling, booking, contract management and invoicing.
- Manage guest services / reception.
- Manage the gift store including ensuring inventory control, restocking etc.

Other responsibilities will include:

- Support the treasurer in the preparation of the annual museum budget. Monitor expenditures throughout the year related to the Cranbrook History Centre operation to ensure that they are maintained within approved museum budgets.
- Provide day to day coordination with the third party book-keeper

- Support the curator with respect to the centre's safety and security programs.
- Arrange necessary maintenance work as required, including obtaining quotations and developing and managing related contracts.
- Ensure Cranbrook History Centre insurance is maintained current.
- Ensure all property taxes are paid and current.
- Ensure that the centre's janitorial requirements are met and manage outsourced janitorial contracts.

QUALIFICATIONS:

- Completion of a degree or diploma in marketing, general business management or a related discipline.
- A minimum of 2 years of related work experience (preferably in the non-profit center)
- Demonstrated people and contract management skills
- Demonstrated ability to communicate effectively both in spoken and written word
- Solid understanding on general business finances and budgeting
- High level of computer competency, including a strong understanding of Microsoft office suite
- Web and social media competency
- Ability to work flex hours
- Ability to travel and hold a valid driver's license
- Marketing classes and/or Experience developing a marketing plan's an asset.
- Experience working in the non-profit sector an asset.
- Experience preparing grant/funding applications an asset.

Please submit your application to: Hr@cranbrookhistorycentre.com . Please use the subject line last name, first name job title. For example: Doe, John Business Manager. Please indicate your salary expectations in your cover letter.

Applications will close on April 30th, 2019