



**Job Description**  
**Executive Director**  
**Heritage Acres Farm Museum**

**Job Title**

Executive Director

**Location**

Heritage Acres Farm Museum, Pincher Creek Alberta, Canada

**Reports to**

The President and executive committee of the Board of Directors of Heritage Acres

**General Purpose**

Under direction from the Heritage Acres Board of directors, plans, directs, co-ordinates and oversees the overall Operation of the Heritage Acres Farm Museum. Plans and maintains systems and procedures for operating efficiency within the guidelines of the Heritage Acres Policy Manual.

**Responsibilities:**

- Responsible for the achievement of the Heritage Acres productivity and quality goals as set forward by the Old Man River Antique Equipment and Threshing Club Vision Statement.
- Responsible for the efficient, accurate management, and operation of the Heritage Acres office and financial systems.
- Responsible for the efficient, accurate management of collections, museum programming, visitor services, exhibits, and community engagement.
- Responsible to advise the Societies Board of Directors in writing of all pertinent issues pertaining to the overall operation of the Museum. These issues include business shortfalls, communication, budgeting, funding, and recommended programs.
- Responsible for the management of employees (summer student) employed by the Heritage Acres Society to ensure the efficient use of time and resources related to the operation of Heritage Acres.

- Responsible for official and formal communications outside of the club

**Tasks:**

- Plan and complete the daily functions required to manage the business office during normal seasonal and business hours.
- Develop and maintain a process of communication to actively promote the Heritage Acres Museum as a must see for visitors to the area.
- Develop and maintain a communication process to ensure that the club objectives and goals are monitored and being met in an effective and efficient mode.
- Maintain a financial system that includes written records of income and expenses that are timely and accurately handed off to the club treasurer and or bookkeeper.
- Maintain an organized and cosmetically appealing office environment.
- Communicate with the club's board of directors and committee chairpersons on issues pertaining to board review and approval.
- Maintain a thorough knowledge of the societies policy manual to ensure compliance with board approved policy.
- Prepare and present justifiable recommendations to the board of directors concerning employment requirements (summer student or part time help) for maintaining the grounds and assets of Heritage Acres
- Organize and complete the required communication liaisons within the community and municipality
- Develop and delegate the systems involved to allow visitors to complete self-guided tours throughout the museum.
- Ensure all Museum exhibits are maintained in a clean and pleasing state at all times. Report any deficiencies to the board president and executive committee for handling.
- Implement and follow up on a system to promote the Heritage Acres museum throughout the area and surrounding municipalities.
- Monitor museum functions and recommend corrective actions in writing to the society president and executive committee.
- Maintain a weekly monitoring system with the executive committee that indicates weekly activities within the Operation of the Museum

**Education and Training:**

- Minimum grade 12 education
- Strong computer knowledge with a thorough knowledge of Microsoft word and excel
- Management training diploma/ or similar experience

**Knowledge and Experience:**

- Motivated individual who possesses strong self-starting abilities
- Mechanically inclined individual who possesses a strong knowledge of museum and exhibit display criteria would be an asset
- Possesses a strong knowledge of fiscal responsibilities including budget preparation, funding abilities and business management

**Core Competencies:**

- Possesses excellent personal communication skills
- Possesses a strong self-starting and can-do attitude
- Possesses strong planning and organizational skills
- Possesses strong negotiation skills
- Possesses strong decision-making abilities that fall within the operating guidelines and policy of the society
- Can work well within an executive committee environment demonstrating both
- influential and leadership abilities
- Has the ability to pay attention to details
- Has the ability to delegate tasks and responsibilities in an efficient manner
- Demonstrates strong personal initiatives in the managing of the overall operation

**Working Conditions:**

- The Heritage Acres main office is located 8.4 kilometers Northeast of Highway 3 on secondary highway 785
- The Executive Director position is an exempt salaried position
- Hours of work are 9 a.m. to 5 p.m. Monday to Friday
- The Museum is open to visitors starting the May long weekend to September 15<sup>th</sup>.
- Time off in lieu of is a negotiated item between the executive committee and the employee. All time off is to be recorded in writing and approved by the President.

**Notes:**

- Please note that the above Job Description is a position related Job Description that identifies key responsibilities and tasks for the particular job. The description does not, nor is it required to, cover all of the specific duties to complete the tasks associated with the Job Description. Job duties fall within the guidelines and initiative of the individual completing the work to meet the needs or objectives of the tasks required to meet the responsibilities of the position. A good candidate will work within the identified responsibilities to establish personal duties that will allow for a successful meeting of the overall purpose of the job description.