



SALMON ARM MUSEUM & HERITAGE ASSOCIATION AT

R.J. Haney Heritage Village & Museum

751 Hwy. 97B NE



P.O. Box 1642



Salmon Arm, BC V1E 4P7

Employment Opportunity

Job Description: General Manager

Employment Type: Full Time, Permanent

Salary: \$50,000 to \$60,000 annually.

Reports to the Salmon Arm Museum and Heritage Association Board of Directors.

Closing date for applications: August 15th, 2022

Start date: as soon as possible

R.J. Haney Heritage Village & Museum is a premier tourist destination located in Salmon Arm, BC, set on forty acres of pioneer farmland with over 30 exhibits for guests to explore. It offers visitors an opportunity to experience history hands-on with activities, tours, and programs such as the Villains and Vittles Dinner Theatre, annual Car Show, High Tea, and Harvest Celebration. Visitors discover the local history in a whole new way. The site features a 150-seat restaurant offering daily menu service and caters to weddings and special events at the Village. The Children's Museum and Discovery Centre is a one-of-a-kind opportunity for families to engage in playful learning.

The General Manager of R.J. Haney Heritage Village and Museum reports to the Board of Directors of the Salmon Arm Museum and Heritage Association and the Advisory Committee. This person follows the Village Development Plan, market branding, and budget set out by the Board of Directors and works with the SAMHA Board for fundraising and donations. They look for funding opportunities and write funding applications for the organization's success, including Canada Summer Jobs and Young Canada Works. The General Manager maintains a positive and productive relationship with the City of Salmon Arm, the SAMHA Board, donors, volunteers, and visitors. Due to the seasonal nature of the operations, the General Manager is expected to have a heavier workload and longer hours from May to September, with more flexibility in the off-season.

Role Overview:

- Attend monthly meetings to report to the SAMHA Board and its committees
- Manage a team of workers from all departments
- Oversee how each department and team work together
- Create and advertise job postings; interview, hire, and train seasonal staff
- Interact with customers, vendors, and donors directly
- manages the financial aspects of the business, ensuring costs are controlled and stay within the budget
- Prepare project plans and delegate assignments to self-directed teams. Set schedules and manage project milestones and deadlines

Come and explore the Shuswap's largest heritage attraction!

Real History – Hands-on-Activities – Great Food

- Prepare the staff and the operation for the future, including attracting customers, boosting competitive advantage, and improving profits
- Willingness to adapt and respond to needs as they arise

Qualifications and skills:

- Minimum of two years experience in management and a familiarity with the tourism industry. A Bachelor of Business Administration with a focus on tourism would be an asset
- Experience in the not-for-profit sector and writing grant and funding applications would be an asset
- Ability to positively lead and teach employees and resolve conflict
- Understanding of the various computer systems and software used throughout the organization
- Marketing and social media management
- Willingness to learn from other long-term staff and the Board as they become familiar with the organization
- Ability to work in a fast-paced environment and make decisions quickly and decisively
- Strong written and communication skills, including public speaking

A Criminal Record Check, including a Vulnerable Sector Check, is mandatory before confirmation of employment.

To apply, address your email with your resume, cover letter and references to the President of the Salmon Arm Museum and Heritage Association at info@salmonarmmuseum.org

We are an equal opportunity employer.

You must be willing to follow laws, regulations, policies and procedures:

- The Workers Compensation Board regulations
- R.J. Haney Heritage Village and Museum Health and Safety Policy
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
- Adherence to the Job Performance Expectations of the position
- Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
- Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations

We thank all applicants for their interest. However, only those being considered will be contacted.