

Job Opportunity – Museum Site Manager

Do you have an interest in local history and culture? Do you enjoy taking on new challenges and leading others? If so, the **Sir Andrew Macphail Homestead** might be the place for you.

We are looking for a qualified person to work as Site Manager. This Seasonal Position begins mid-May and extends through September. There may be opportunity for limited contract work during the winter months.

Salary is \$20.00 hour based on 40 hours per week.

Qualifications: High School Diploma (or relevant experience), Organizational and supervisory skills, Computer Skills and familiarity with basic programmes, Ability to manage cash and basic banking functions, Interest in local history and heritage. Restaurant experience would be an asset.

Overview of Position: The Manager has primary responsibility for overseeing the day-to-day operations including supervising and leading the cook, grounds keeper and summer students. Duties include administration, facilities management, developing and overseeing the Homestead's programs, financial record keeping, staff scheduling, writing grant applications, communication and publicity. The manager reports to the Board of Directors.

If you are interested, please contact Sandra MacKinnon at 902.330.0458 or rareearthpotato@eastlink.ca.