



Executive Director Job Description

**Museum at Campbell River
Campbell River, British Columbia, Canada**

Posting Closing Date: June 22, 2026

Preferred Start Date: October 5, 2026

Terms of Employment: Full-time/permanent

Salary Range – \$70,000 - \$85,000

Benefits: Comprehensive benefits package including a defined benefit pension plan.

Job Summary

Reporting to the Board of Trustees through the Board President, the Executive Director (ED) is the chief executive officer of the Museum at Campbell River and is responsible for the overall leadership, management, and strategic direction of the organization.

In alignment with standards advanced by the Canadian Museums Association, the ED ensures excellence in stewardship, public service, community engagement, and organizational sustainability. The ED leads the Museum and its staff in fulfilling its mandate to collect, preserve, interpret, and share the human history of northern Vancouver Island.

Leadership, Governance, and Accountability

- Works in partnership with the Board to advance the Museum's mission, vision, and strategic priorities
- Ensures a clear distinction between governance (Board) and operations (ED and staff)
- Implements Board-approved policies, strategic plans, and priorities
- Provides accurate, timely, and strategic advice to support Board decision-making
- Identifies emerging issues, sector trends, and risks

- Supports effective Board governance practices, including committee work and policy development

Organizational Sustainability and Resource Development

- Leads strategic and operational planning to ensure long-term sustainability
- Explores, develops, and implements diversified revenue strategies, including grants, fundraising, sponsorships, and earned revenue
- Builds and strengthens partnerships with government, community organizations, and funders
- Promotes the Museum's role as a vital cultural institution within the region

Stewardship of Collections and Knowledge

- Ensures the ethical acquisition, documentation, care, conservation, and deaccession of collections in accordance with professional standards and aligned with Canadian museum ethics and best practices
- Encourages and supports research, documentation, and interpretation of collections among Museum staff
- Ensures appropriate access to collections while balancing preservation requirements
- Upholds accountability and transparency in collections stewardship

Public Service, Programming, and Community Engagement

- Ensures the development and delivery of relevant, inclusive, and accessible exhibitions and programs
- Strengthens public access to heritage through interpretation, education, and outreach
- Builds meaningful relationships with diverse communities, including equity-deserving groups
- Acts as a public ambassador and spokesperson for the Museum
- Leads communications strategies that enhance visibility, relevance, and impact

Indigenous Engagement and Reconciliation

- Builds and sustains respectful, reciprocal relationships with local First Nations
- Supports the integration of Indigenous perspectives, knowledge systems, and protocols into Museum practices
- Advances reconciliation through ethical stewardship, repatriation practices where appropriate, and collaborative interpretation

- Ensures cultural sensitivity and responsiveness in all areas of operation

Financial Management and Accountability

- Responsible for the preparation and management of annual and multi-year budgets
- Ensures financial integrity, transparency, and accountability
- Provides regular financial reporting and analysis to the Board
- Works closely with the Finance Committee to support informed decision-making
- Ensures compliance with funding agreements and regulatory requirements

Human Resources and Organizational Culture

- Provides leadership in staffing, organizational structure, and workforce planning
- Recruits, supervises, and evaluates staff with an emphasis on professional development
- Fosters a respectful, inclusive, and collaborative workplace culture
- Oversees volunteer engagement and development
- Ensures HR policies align with legislation and best practices

Operations and Risk Management

- Oversees day-to-day operations, including facilities, exhibitions, programs, retail, and the Haig-Brown Heritage House
- Works with City of Campbell River Facilities Maintenance staff on the care and maintenance of the buildings and grounds at the Museum and at the Haig-Brown Heritage House
- Ensures compliance with all relevant legislation, standards, and safety requirements
- Identifies and mitigates risks related to people, collections, facilities, finances, and reputation
- Ensures appropriate insurance coverage and risk management practices.
- Maintains operational resilience and business continuity planning

Core Competencies

Leadership and Governance

- Senior leadership experience in a museum, cultural, non-profit, or public-sector organization
- Experience working effectively with a governance Board

Museum and Heritage Practice

- In-depth knowledge of museum and/or archival standards, ethics, and practices in Canada
- Deep understanding of collections stewardship and public programming

Strategic and Financial Management

- Demonstrated success in strategic planning and implementation
- Strong financial management, including budget analysis and fund development experience
- Extensive experience in grant writing

Community Engagement and Communication

- Excellent relationship-building, communication, and public speaking skills
- Ability to engage diverse audiences and stakeholders

Indigenous Relations and Reconciliation

- Demonstrated commitment to respectful engagement with Indigenous communities
- Understanding of reconciliation in a museum context

Personal Attributes

- Collaborative, ethical, and accountable
- Innovative and solutions-oriented
- Committed to public service and community impact

Qualifications

- Related education and experience, or a combination of both, to meet the primary responsibilities of the position. This could include a degree and several years of leadership experience in a related field

How to apply

Please submit:

- A cover letter outlining your interest and relevant experience
- A current resume or CV
- Three professional references for contact

Please send applications to:

- executive.assistant@crmuseum.ca

Please use the subject line:

“Executive Director Application – [Your Name]”

The Museum at Campbell River is an equal opportunity employer. We do not discriminate against ability, ethnicity, gender identity, socioeconomic background, or sexual orientation. We strongly encourage applications from individuals from under-represented communities and diverse backgrounds, identities, and experiences.