

Employment Opportunity  
**Museum Manager**  
Full-Time Contract Position



The Museum of Health Care at Kingston is seeking a self-directed, well organized, responsible person to serve as Acting Museum Manager for one year. This position will be responsible to the Chair, Board of Directors

**Responsibilities include:**

- Human resources management including payroll and the recruitment, training, and supervision of administrative and public programming staff/volunteers
- Financial and accounting services
- Institutional management including grant writing and support to the Board of Directors
- Public relations, including marketing
- Delivery and administration of non-exhibit and education programs

The salary range for this position is \$30,000 to 35,000 per annum dependent on experience and qualifications.

**The successful candidate will possess:**

- Excellent interpersonal and communication skills with the ability to effectively relate with the public, Board of Directors, professional staff, volunteers and external organizations.
- A degree in a relevant discipline such as museum studies, or equivalent work experience.
- Experience in graphic design (Adobe Photoshop, Illustrator, and InDesign) and website maintenance preferred.
- Administrative experience including accounting practices, payroll administration, and supervision duties. Knowledge of Simply Accounting will be considered an asset.
- Strong written and oral communication skills
- Ability to function independently with minimal supervision.
- Ability to work some evening and week-end commitments.

**Anticipated start date:** July 21, 2014

Please submit via email a cover letter, resume, and three references with contact information by June 20, 2014 to:

Dr. Hugh Gorwill  
Museum of Health Care at Kingston  
Ann Baillie Building National Historic Site, 32 George Street  
Kingston, Ontario K7L 2V7  
museum@kgh.kari.net

Please send files in Adobe Acrobat .PDF or Microsoft Word .DOC format only.

*We thank all applicants; please note that only those selected for an interview will be contacted.*