



Executive Director (6 month term)

Full-time (35 hours/week + events)

Start Date: Immediately

\$65,000/year prorated for the duration of a 6 month term + 7% in lieu of benefits

Job Description

The complete job description may be viewed at:

https://nelsonmuseum.ca/wp-content/uploads/2026/03/executive-director-job-description_March-2026.pdf

The Executive Director will report to the Board of Directors and will be responsible for the ongoing daily operations of the Nelson and District Museum, Archives, Art Gallery and Historical Society (NMAG) for 6 month term from April 2026.

The Executive Director will be responsible for:

- Implementing the annual Operating Plan and supporting the Board of Directors to update the 2023-2025 Strategic Plan in alignment with the organization's vision, mission and mandate.
- Reporting to the Board of Directors and its committees on the delivery of sustainable programs/activities.
- Coordinating and managing fundraising efforts and the 2026 Grant Calendar .
- Continuing the decolonization, Truth and Reconciliation, and Social Justice work of NMAG, in alignment with our Anti-Racism and Cultural Equity Statement, and MoU's with regional Indigenous Nations.
- Advancing the redevelopment of the museum exhibition in accordance with the Museum Redevelopment vision and budget.
- Maintaining productive relationships and strategic alliances with the community, levels of government, related associations, and business organizations to continue to build awareness and support for NMAG.
- Facility maintenance to ensure safe and secure environments for staff and visitors
- Supporting staff and volunteers in the delivery of programs, activities, and services

Qualifications

The position requires a master's degree in Critical Curatorial Studies, Museum Studies, Non-for-Profit Management, Business Administration, or related field. A minimum of three (3) years of directly related experience in the operation of a non-profit organization is required. An equivalent combination of education and experience will also be considered.

The position requires knowledge and understanding in the following areas:

- Enacting the TRC Calls to Action, UNDRIP, and the First Nations Principles of OCAP
- Grant writing
- Business and strategic planning
- Contract management and dispute resolution
- Financial management and budget processes
- Related federal and provincial legislation (Employment Standards, Human Rights, Occupational Health and Safety, Payroll, Freedom of Information and Protection of Privacy and Personal Information Protection Acts, Charities, etc.)
- Fundraising strategies

Application Process

Interested applicants are invited to submit a letter of application, a current resume, and contact information for three references to: director@nelsonmuseum.ca.

The application deadline is April 8, 2026 at 6pm.