

Executive Director - Job Outline

Craigdarroch Castle seeks an experienced, multi-disciplinary manager to oversee all site operations. The Castle is a busy and successful tourist attraction, historic house museum, gift shop and event venue with annual visitation of 140,000. It is also a registered charity with essential staff and a sizeable volunteer contingent.

You are an adept administrator with the demonstrated skills, high energy and flexibility to perform a number of 'hands on' functions including: accounting, reporting and budget preparation; report writing; human resource management including payroll/ benefits, union negotiations/liason and overall staff supervision. Vigilant and sensitive management of the restoration, preservation and curatorial aspects within a National Historic Site context is critical.

You have the skills to guide marketing and public program initiatives, building revenue and attendance. You understand operating a small business in a large venue and embrace the need in such a business to wear many hats while keeping a sharp eye on the bottom line.

Reporting to, and working with, the Board of Directors, you will develop and direct strategic initiatives for the organization while continuing the ongoing development of awareness and relevance within the tourism, museum, historical, local, national and international communities.

Closing Date – Aug. 1, 2010 Projected Start Date – Sept. 15, 2010.

Forward applications in confidence to:
Clint Nickerson, President - Craigdarroch Castle, 1050 Joan Crescent, Victoria, BC V8S 3L5