

We are hiring!

Museum Manager – Sexsmith and District Museum

We are seeking an energetic, community-minded Museum Manager to lead the day-to-day operation of our rural Alberta museum and help build the future.

This is a hands-on position for someone who enjoys people, local history, community partnerships and public programming.

Key Responsibilities:

- Museum experience is an asset, a strong community-minded candidate with excellent organizational skills, vigorous communication, programming and grant writing skills are encouraged.
- Identify and apply for grants and sponsorship opportunities.
- Develop new sources of museum revenue.
- Maintain basic attendance, income, expenses, and monthly reporting for the Museum Board.
- Manage daily museum operations and visitor experience.
- Develop and coordinate small events, programs and community activities.
- Build partnerships with local businesses, organizations, tourism groups and volunteers.
- Coordinate marketing, social media, and community promotion.
- Supervise and coordinate Summer Students and volunteers.

The Ideal Candidate we are seeking will be:

- Comfortable developing partnerships and seeking funding.
- Responsible for petty cash, cash sales, donations, and will provide weekly receipts to the museum treasurer.
- Organized, dependable, and self-directed.
- Friendly and comfortable working with organizations and the public.
- Creative and entrepreneurial.
- Interested in rural history, heritage, tourism and community development.
- Able to work independently with limited staffing.

The salary range for this position is \$30-\$35/hour based on business, non-profit, and/or museum experience.

The successful candidate will report to the Museum Board President.

To apply, please submit a detailed resume and cover letter outlining your interest in this position along with a list of three references (with current contact information to bozarthm63@gmail.com by **November 6, 2026**.