

**Employment Opportunity**  
**Dept of Economic Growth, Tourism & Culture**  
**Site Manager, Green Park Shipbuilding Museum & Yeo House**  
**Seasonal Recall Casual Position**

Reporting to the Executive Director, Museums & Heritage, the Site Manager manages all aspects of visitor programs and activities including staffing, facility use, security, safety, visitor control, operating procedures, development and supervision. Duties include:

**Programming & Communication**

- Plans, develops and implements site programming and interpretation including, planning, development and evaluation of site events, tours, exhibits, museum education and outreach programs;
- Assemble information for newsletters and community publications;
- Ensure distribution of advertisements, public service announcements and press releases;
- Ensure distribution of marketing material (brochures, posters, etc.);
- Program delivery and front line duties as needed;
- Oversee public and school bookings;
- Act as liaison between site and community/special interest groups;

**Coordinate & Supervise the Operation**

- Coordinate and supervise the operations of Green Park Shipbuilding Museum and Yeo House;
- Assign projects to staff and volunteers, set priorities, work schedules and evaluate staff;
- Prepare monthly, weekly and daily staff schedules;
- Prepare training material and train staff and volunteers;

**Visitor Service Duties**

- Interpret and communicate the heritage of Prince Edward Island;
- Ensure the facilities are a safe environment for historic site visitors, general public and employees;
- Purchase supplies, equipment and services for day-to-day operation of a historic site and ensure that facilities, equipment and property are maintained;
- Monitor public use and implementation of historical programs and education activities;

**Artifacts and Knowledge**

- Manage site historic artifact collections ensuring compliance with guidelines for interpretation, security and maintenance procedures;
- Ensure accuracy of the interpretation of the site including its history and contents (artifacts) and effectively communicate this knowledge to visitors;
- Possess and maintain a general knowledge of the history of the neighbourhood and the province;
- Keep up to date with current events in order to answer visitor enquiries;

**Funding and Sponsorship**

- Initiate and coordinate new project initiatives;
- Seek special project funding;
- Submit funding applications to provincial and federal government agencies;
- Manage project budgets;
- Submit preliminary and final grant reports.

**Basic Qualifications/Requirements**

- University degree with courses in history
- Experience in programming initiatives and cash handling
- Excellent communication and interpersonal skills
- Demonstrated experience working independently with minimal guidance
- Management and training skills
- Excellent organization skills
- Experience working with computers and various software
- Highly motivated with a proven ability to manage competing priorities and deadlines independently
- Access to reliable transportation
- Demonstrated equivalencies will be considered
- A criminal records check will be required

**Other Qualifications**

- Bilingualism (English/French) would be considered an asset
- Knowledge of PEI history and heritage would be considered an asset

37.5 hours per week for approximately 17 weeks

Mid May – Mid September

Pay Level 11 - \$23.18 – 26.33 per hour

Closing Date – April 23, 2021 5:00 pm

To apply please register with the Seasonal Hiring Centre at the following address and include the name of the position in the “comments” section of your on-line application:

<https://www.princeedwardisland.ca/en/service/eda-seasonal-job-registry>