

## Organization

The North Vancouver Museum and Archives (NVMA) is mandated to collect and preserve the artifacts, documents, and photographs that reflect and celebrate the rich ancient cultures, histories, industries, residents, and diverse communities that are North Vancouver. The NVMA operates two facilities: the Museum of North Vancouver (MONOVA) located in Lower Lonsdale, and the Archives of North Vancouver located in Lynn Valley. Together, these two world class facilities tell the past, present, and future North Vancouver stories.

MONOVA opened its new state-of-the-art facility in December 2021. MONOVA offers engaging multimedia exhibits, innovative programming, and access to valuable community records and artifacts. The museum also hosts a rich variety of [online exhibits](#) that compliments its in-person programming.

Educational programming is an important part of the NVMA mandate. MONOVA hosts field trips for groups ranging from pre-school through adults, and complimentary educational materials have been developed for classroom use, with options for elementary school to high school-aged students. Both MONOVA and the Archives host regular in-person and online events, including film screenings and performances, scholarly talks and personal histories, and cultural showcases.

NVMA is governed by an 11-member Commission, 10 of which are appointed by the two North Vancouver municipalities that provide the majority of funding to the NVMA: the District of North Vancouver and the City of North Vancouver. The NVMA has a current annual budget of more than \$1.5 million. Additional funding for NVMA is provided by grants (including from the Provincial and Federal governments), sponsorships, and fundraising. The Friends of NVMA Society is a volunteer-based organisation that undertakes some of the fundraising activity on behalf of the NVMA and appoints one member to the Commission. NVMA works closely with this organisation to coordinate the fundraising activity.

## Community

Greater Vancouver is situated on the traditional and unceded territories of the Coast Salish Peoples, including the Skwxwú7mesh (Squamish), xʷməθkʷəy̓əm (Musqueam), and Səl̓ílwətał (Tsleil-Waututh) Nations. North Vancouver offers a high-quality work-life balance in a dynamic multicultural community surrounded by stunning natural beauty and abundant recreational opportunities. The Greater Vancouver Area is one of North America's most cosmopolitan regions and one of the most important gateways to Asia. This diversity contributes to a thriving arts and cultural community including art, theatre, sports, and music.

## Position Summary

Reporting to the North Vancouver Museum and Archives Commission, the Director will be responsible for bringing visionary leadership to the North Vancouver Museum and Archives. The Director will manage all aspects of museum planning and operations, as well as ensure the organisation's continuing financial success. Multi-stakeholder engagement is key for this position, where the Director must balance the needs of the residents of North Vancouver and visitors to the area, with the expectations of the municipal governments and local First Nations communities.

## Roles and Responsibilities

### Strategic Direction and Vision

- Provide an innovative and sector-leading experience for patrons and supporters of NVMA.
- Engage NVMA in a multi-stakeholder strategic planning process.
- Lead the Annual Business Plan process with staff and board.
- Create a multi-year schedule for exhibitions and programs.
- Develop digital strategies to broaden the reach of NVMA's programming and engagement.

### Stakeholder Service and Fundraising

- Expand and maintain relationships with local First Nations communities.
- Actively participate in civic life with local political leaders, as well as attend relevant municipal meetings and depose before council.

- Nurture a strong relationship with the NVMA commission members.
- Communicate with peer organizations at the regional and national level.
- Liaise with regional tourism, schools, academic institutions, and economic development leaders.
- Develop and support a fundraising strategy that complements NVMA's municipal support, ensuring the future financial health of the organization.
- Cultivate local and regional donors and sponsors.
- Foster connections with granting agencies and foundations.

### **Operational Oversight and Fiscal Responsibility**

- Hire and supervise all staff and direct service volunteers.
- Evaluate employee performance, with opportunities for mentoring and growth.
- Collaborate with key staff members to support the curatorial, archival, program and operational activities at NVMA ensuring the highest possible standard within available resources.
- Ensure that NVMA remains a safe work environment that celebrates diversity and inclusion.
- Ensure the production of all fiscal reports and budgets in a timely manner, allowing for approval of budget components as necessary by the City of North Vancouver and District of North Vancouver.
- Maintain the necessary organizational structure, policies, system controls, and procedures are in place and update regularly for efficiency and effectiveness.
- Implement other fiscal oversight and sustainability responsibilities as needed.

### **Traits and Characteristics**

The Director will be an inspiring, genuine, and resourceful leader who values teamwork and collaboration with others. This individual will be people-oriented and will strive for harmonious interactions with all stakeholders in formulating plans and achieving successful outcomes. Motivated by an approach that is both instinctive and intentional, the Director will bring a balance of interpersonal skills and versatility. This individual will be intellectually curious, innovative, and receptive to new ideas. The Director embodies respect for diversity and fosters respectful, accessible, and meaningful social inclusion.

Other important competencies include:

- **Leadership and Diplomacy** – The ability to organize and motivate others to accomplish goals while creating a sense of order, direction, and active participation while tactfully interacting with multiple stakeholders.
- **Teamwork and Negotiation** – The capability to work collaboratively and effectively with others, while making room for numerous voices to be heard in formulating policy and direction.
- **Personal Accountability** – The mentality that the responsibility for all the successes and challenges of the organization rest with leadership, and that any decisions will be made with the highest ethical standards.
- **Resiliency and Flexibility** – The capacity to overcome setbacks and adapt to changing priorities and tasks.

### **Qualifications**

A bachelor's degree (or equivalent experience) with emphasis in museum and/or archives studies, Canadian history, or a similarly relevant field. A minimum of four years of senior management expertise are required. Deep knowledge of museums, nonprofit organizations, educational institutions, or related government agency experience are definite assets. Experience serving on or working with a board, supervising senior staff, managing a budget, and expanding revenue opportunities is needed. Applicants should have authored two or more successful sponsorship, donation, foundation or granting agency applications for support in excess of \$100,000. Excellent written communication and verbal presentation skills are required. A passion for culture, history, and community relations is expected. International candidates will be considered but Canadians and those who are currently eligible to work in Canada are preferred.

### **Compensation and Benefits**

NVMA offers competitive compensation, anticipated in the range of \$115,000 to \$135,000, plus benefits that include extended health and dental insurance, life insurance, and a defined contribution pension plan.

## Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit [artsconsulting.com/employment](https://artsconsulting.com/employment). For questions or general inquiries about this unique job opportunity, please contact:

Menon Dwarka, Senior Vice President



2 Toronto Street, Suite 217

Toronto, Ontario M5C 2B5

Tel (888) 234.4236 Ext. 201

Email [NVMA@ArtsConsulting.com](mailto:NVMA@ArtsConsulting.com)

**The North Vancouver Museum and Archives is an equal opportunity employer and does not discriminate on the basis of race, national or ethnic origin, colour, race, religion, age, sexual orientation, disability, and other classes. We respectfully acknowledge that MONOVA: Museum and Archives of North Vancouver is located on the traditional lands of the Skwxwú7mesh (Squamish), and Səlilwətaʔ (Tsleil-Waututh) First Nations, whose ancestors have lived here for countless generations. We are grateful for the opportunity to live, work, and learn with them on unceded Coast Salish Territory.**