**South Peace Regional Archives**

**Executive Director Job Posting**

35 hours per week; continuing position

Posting closing date: 13 August 2021

Tentative start date: 30 August 2021

Location: Grande Prairie, Alberta

Salary Range: $45,000 - $60,000

The South Peace Regional Archives is a non-profit organization dedicated to gathering, preserving, and sharing the historical records within the region, both now and in the future. These records reflect the personal, cultural, social, economic, and political life of the South Peace River Country of Alberta and are in all formats and media, including textual records, maps, plans, drawings, photographs, film and sound recordings. We add value to people’s lives by increasing their understanding and appreciation of the past.

The Executive Director reports to the Board of Directors of the South Peace Regional Archives Society, and works with Archives staff and volunteers to help the organization achieve its purpose and financial objectives. The position acts as a “face of the Archives” while also managing the day-to-day operations of the organization.

**Duties and Responsibilities**

The position requires a wide range of duties including, but not limited to:

* Report to the South Peace Regional Archives Society Board and its committees, assisting with the development of their strategic plan, and ensuring its successful implementation
* Work with municipal funding partners, granting agencies, and other stakeholders to ensure that their objects in supporting the archives are met
* Act as the “face of the archives,” representing the organization in all external communications
* Manage a work environment that attracts, retains, and motivates a diverse team of 3-5 staff and 10-20 volunteers to meet the Archives’ objectives
* Oversee all financial administration and annual operating budget, including completing applications for operational municipal funding and project-based grants

To view the full job description, visit [www.SouthPeaceArchives.org/Careers](about:blank).

**Knowledge, Skills and Abilities**

An ideal candidate for this position would clearly demonstrate:

* Post secondary education in a related field such as Archival Studies, Library Science, History or other relevant discipline. Additional education in business administration would be an asset
* Strong administrative skills including budgeting, bookkeeping, office systems, and contracts; for example, Microsoft Office Suite (including Word, Excel, Publisher, Power Point and Access)
* Experience in the financial and administrative management of a heritage or non-profit organization is a strong asset, but not required.
* Proven ability to build and maintain working relationships with community partners, heritage organizations, government agencies, and other stakeholders.
* Excellent communication and marketing skills, with experience in public speaking, grant writing and reporting, social media, and/or professional networking
* Supervisory and interpersonal skills to motivate staff, volunteers, and members of the public.
* Good conflict resolution and negotiation skills.
* Awareness of the history of Canada, Alberta and the Peace Country, and the political climate and social context in which historical records were created.
* A working knowledge of the major developments, trends, and challenges of the heritage sector.
* A strong aptitude for independent decision making and acting with initiative.

In addition to these qualifications, the successful candidate must:

* Have a valid driver’s license and access to a vehicle
* Be willing and able work some flex time, including evenings and weekends, as required.
* Be willing and able travel for events, meetings, and training.
* Be able to lift 40lbs/18kg (ex. archival boxes) on a regular basis
* Be legally eligible to work in Canada.

*The South Peace Regional Archives is an equal opportunity employer. We encourage applications from women, Indigenous peoples, persons with disabilities, members of visible minorities, new Canadians, and others who may contribute to the diversity of our organization.*

**To Apply**

Interested candidates must apply (resume *and cover letter*) no later than **13 August 2021** to be considered for the position. SPRA thanks all candidates for their interest but only those selected for an interview will be contacted. The anticipated start date for this position is **30 August 2021**.

**About the City of Grande Prairie**

The City of Grande Prairie is located in Northwestern Alberta, serving as a hub for outlying areas. It is located on Treaty 8 territory, and the ancestral and traditional lands of many Indigenous peoples. At a population of 69,088, Grande Prairie is one of the youngest and fastest growing cities in North America. The South Peace Regional Archives is centrally located in scenic Muskoseepi Park alongside the Grande Prairie Museum and is accessible via driving, public transportation, and a network of walking trails. The region has much to offer visitors and residents, from shopping and entertainment to world-class recreation facilities and activities. Whether you like adventure, learning, or relaxation, Grande Prairie has something for everyone. For more information about moving to Grande Prairie, see [here](about:blank).