

## MUSÉE BYTOWN MUSEUM



### Manager of Visitor Experience

MUSÉE BYTOWN MUSEUM is a vibrant and progressive community museum in the heart of Ottawa, Ontario - the capital of Canada. It is a registered charity, not-for-profit organization. The Museum is seeking a dynamic, energetic, enthusiastic and experienced **Manager of Visitor Experience**. The successful candidate will have excellent leadership capability, superb people, communication and organizational skills, as well as excellent professional programming and staff & volunteer management experience and ease with current technologies and social media - the future of museums. A minimum of two years of professional community museum programming experience and visitor engagement expertise is required. Fluently bilingual (French and English) is a definite asset.

The **Manager of Visitor Experience** will lead the development and delivery of public programs and special events: educational, family, seasonal, exhibition-based, as well as the successful Youth Council and overall visitor engagement at the Museum.

The **Manager of Visitor Experience** will jointly oversee the recruitment, hiring, training and supervision of summer students and volunteers - involved with tours and special events.

The Manager will oversee liaison with tour operators, booked tours and assist with constant updating of programming information on the Museum's, Ottawa Tourism's and other websites.

Degree in education, education in instructional technology, history, museum studies, visitor services or equivalent and a minimum of two years of related programming & partnership development, and operational management experience are required.

The Manager will report to and work closely with the Executive Director to enhance and deliver museum programs, and work on grant writing and sponsorship development to support programs and the Youth Council, and operational management activities.

This management position offers a competitive salary and comprehensive benefits package, as well as a good holiday schedule and professional development opportunities. The BYTOWN MUSEUM is an equal opportunity employer.

Please apply by e-mail to [robinetherington@bytownmuseum.ca](mailto:robinetherington@bytownmuseum.ca) by 4:00 p.m. on August 9, 2017 with a resume and a covering letter. Or mail it to:

MUSÉE BYTOWN MUSEUM

1 Canal Lane, P.O Box 523, Station B | 1 ruelle Canal, C.P. 523, succursale B

Ottawa, Ontario K1P 5P6 | Ottawa (Ontario) K1P 5P6 [www.museebytown.ca](http://www.museebytown.ca) / [www.museebytown.ca](http://www.museebytown.ca)

We thank all applicants for their interest; however only those selected for an interview will be contacted.