

St. Mary's River Association

Interpretive Centre Manager (seasonal)

Job Description

The manager is responsible for the day to day operation of the Interpretive Centre (IC): including appearance of the Interpretive Center – interior and exterior, correspondence, visitor hosting, developing and delivering summer programs and supervision of the centre staff. Additional tasks include the coordination and reporting support required for the funding grants, summer student grants and payroll. The Manager will work independently with minimal supervision, reporting to the Executive Director and / or the Board of Directors.

The duties of the manager are summarized below:

Interpretive Centre & Office Administration

- All activities related to the seasonal opening and closing of the Interpretive Centre including executing daily operations
 - Scheduling staff for centre opening hours
 - Welcoming visitors, providing them with information and opportunity to explore exhibits
- Accepting and renewing memberships, keeping accurate membership records and issuing tax slips
- Completing grant applications for students; providing training, direction to and supervision of student hires
- Gift Shop Operation – tracking inventory & sales, re-stocking; filling online orders
- Public relations including correspondence (email, phone and mail), website content updates, social media updates, promoting programs to community at large
- Daily closing of Point of Sale system transactions and the preparation & balancing of weekly bank deposits for Treasurer
- Board meeting attendance providing detailed monthly operations report; act as recording secretary when required
- Completing and filing CRA reporting and funders reporting as required

Exhibits & Programs

- Maintenance of centre exhibits – development of new exhibits, maintaining or changing existing exhibits
- Development of brochures, newsletters and posters

- Development and delivery of summer programs using students when possible
- Cataloging and storage of IC collectibles

Events Planning and Coordination

- Developing local tourism industry partnerships; promote SMRA
- Organizing and planning of AGM held in late May every year as needed
- Organizing and execution of fund raising events such as (but not limited to) the annual yard sale at the IC every July 1st; collection and pricing of yard sale items, table set up and arranging volunteers for the day, cleanup. Continue throughout the summer on an adhoc basis.
- Set up the IC for meetings: including meeting room arrangement, displays, projectors, coffee & tea with finger foods on specific occasions
- Coordination and execution of events with SMRA partners such as Antigonish River Association for the biennial Dinner Auction, Nature Trust, ZMAC
- Travel required to support and coordinate such events

Qualifications:

Knowledge

- A knowledge of the local area, with a specific knowledge of the St. Mary's Watershed including the past salmon fishery and local fishing opportunities
- Social media platforms
- Basic knowledge of accounting standards and principles

Organization Skills

- Keep detailed and structured records, with easy access to files
- Manage schedules using available resources
- Able to prioritize tasks, and meet deadlines

People Skills

- Excellent interpersonal skills with an ability to interact with individuals from various agencies and the public at large
- Supervision of staff
- Prepare and deliver presentations to the board, to community groups and tourism partners

Technical Skills

- MS Suite of programs: WORD, EXCEL, Powerpoint, Publisher and Access
- Writing and design skills required to produce newsletter, brochures

- Developing and Posting web site content
- Posting videos, pictures on social media sites such as Facebook, Twitter, Instagram