



## Manager/Director

**The Chocolate Museum**, a non-for-profit organization displaying the history of candy and chocolate making in St. Stephen, New Brunswick, is seeking a Manager/Director to manage and operate the Museum on a full-time basis.

### **The Manager/Director, under the guidance of the Board of Directors, is responsible for -**

- Implementing the Museum's goals and objectives
- Financial management
- Marketing, promotion and communications
- Hiring, training and supervision of staff
- Conducting guided tours of the Museum, as necessary
- Establishing and maintaining community partnerships
- Exhibit development and maintenance
- Day to day Museum maintenance
- Operation of the Museum Shoppe, including purchasing and pricing

### **Required key competencies include -**

- Proven ability in financial management
- Self motivated
- Marketing and promotion skills including experience with social media
- Highly developed interpersonal and communication skills
- Ability to comfortably speak in public in a friendly, outgoing manner
- Computer skills and experience with website maintenance
- Supervisory skills
- Interest in managing and maintaining museum collections

A university degree or college diploma in tourism, marketing, education or museums development is preferred, but other combinations of training and experience will be considered. Bilingualism would be considered an asset.

**Please send résumé on or before Friday, September 22, 2017 to:**

Chair, Search Committee, The Chocolate Museum  
73 Milltown Blvd. St. Stephen, NB E3L 1G5  
Email: [kulcher@nbnet.nb.ca](mailto:kulcher@nbnet.nb.ca)

**All responses are appreciated. Only those selected for an interview will be contacted.**