



**Town of Saint Andrews
Cultural Asset Manager 1 Year Term
Competition #2017-09**

The Town of Saint Andrews is currently seeking a full-time **Cultural Asset Manager** to oversee the operations of the Ross Memorial Museum, Sherriff Andrews House, and Saint Andrews Blockhouse, and other cultural assets as may be identified by Council for a one year term.

The ideal candidate will possess exceptional communication and organizational skills, ideally with proven competency in managing museum collections and assets. Candidates must be able to demonstrate administrative capabilities such as operations management, human resource management, policy development and implementation, budget preparation and financial oversight, grant and proposal writing, and report preparation.

The Cultural Asset Manager would also have responsibility for curatorial management, including artifact research, inventory control, collection security, exhibit design, and collection conservation.

Candidates must be able to demonstrate an ability to conduct community outreach programming and education, and marketing and promotion of the assets. Maintaining professional relationships with stakeholders, including staff, volunteers, Committee members, government representatives, and Town employees are essential to the position.

The successful candidate must possess a University degree or equivalent experience, in a related field. English language skills are essential, and competency in French would be considered an asset. Competency with administrative computer applications is a requirement. Flexible work hours may be required, including weekend, evenings, and holidays. The successful candidate must also have their own vehicle and a valid class 5 drivers license.

Interested candidates may apply by sending a resume, quoting competition #2017-09, along with three work references, to:

Angela McLean
Chief Administrative Officer
Town of Saint Andrews
212 Water St.,
Saint Andrews, NB
E5B 1B4
town@townofstandrews.ca

Application deadline: May 5, 2017.