



**Employment Opportunity
Executive Director, Ross Farm Museum**

About Ross Farm Museum

Ross Farm Museum, located in the scenic village of New Ross, Nova Scotia, is a living history, working farm museum that offers visitors a unique opportunity to step back in time and experience life on a working farm in the 19th century. The Museum is in Mi'kma'ki, the traditional and ancestral territory of the Mi'kma'ki people. The Museum is located on land originally granted to Captain William Ross and other disbanded soldiers of the Nova Scotia Fencible Infantry following the War of 1812 and the Napoleonic Wars. We are part of the Nova Scotia Museum, and one of 28 provincial sites.

Rosebank Cottage, built in 1817 by Captain Ross and his family, remains the centrepiece in our collection of historic buildings which include a blacksmith shop, stave mill, cooperage, workshop, store, and barns. We remain a working farm, cultivating historic crop varieties, using traditional practices, and raising heritage livestock breeds. Our heritage interpreters also demonstrate traditional domestic skills including cooking, weaving, and processing natural fibres.

The Ross Farm Museum visitor experience begins in the recently constructed, 6,900 sq ft, Learning Centre that houses retail (The Pedlar's Shop), extensive exhibition/performance spaces, administrative offices and boardroom, an archive and research center and a fully equipped commercial kitchen.

Our dedicated team is committed to preserving the physical fabric of the Ross Family Farm and sharing the rich agricultural heritage of Nova Scotia. In doing so we strive to develop awareness of traditional heritage skills and agricultural practices as a means to contributing to contemporary discussions on sustainable agriculture, food security, material culture and rural economic development. At the same time, we recognize the role of the farm in interpreting tangential themes related to European settlement in Nova Scotia such as reconciliation, the use of natural resources and natural capital, and climate change.

We are currently seeking a passionate and talented individual to join us on this journey as the Executive Director.

About Our Opportunity

The Executive Director leads and supports the Ross Farm Museum staff team, and is responsible for the operation, growth, and strategic direction of the Museum. The Executive Director reports to and works with the Board of Directors of the New Ross District Museum Society, and ensures the site is operated in accordance with the vision and policies of the Society and the Nova Scotia Museum (under the Nova Scotia Department of Communities, Culture, Tourism & Heritage).

The Executive Director assumes the lead role in enhancing all aspects of museum operations, including strategic planning, community outreach and leadership, financial management and fundraising, human resource management, visitor experience and programming, governance support, marketing and public relations, networking, community outreach, and staff and public health and safety.

The Executive Director works collaboratively with Nova Scotia Museum staff, other Government of Nova Scotia partners and various stakeholders to build collaborative relationships to support the growth of the museum and support capacity-building in the local community.

Primary Accountabilities

- Provides leadership in strategic planning processes and organizational change for the Ross Farm Museum (RFM) and ensures the operations of the Museum in support of the vision articulated in the Strategic Plan “to depict the authentic experience of a typical 19th and early 20th century working upland family farm in Nova Scotia and to develop awareness of the relevance of traditional agricultural practices to contemporary life.”
- Ensures that the financial management of the RFM is carried out in a responsible and accountable manner and in accordance with the financial policies of the Society and the site operating guidelines of the Nova Scotia Museum, including budgeting, reporting and financial oversight.
- Responsible for generating earned revenue tied to the strategic goals and to meet operational requirements and supplement government operating funding.
- Ensures the effective management and security of the assets of the Society, and the Government assets for which the Society is responsible, which include artifacts, buildings, archival and library collections, vehicles, computer equipment, maintenance equipment and supplies, gift shop inventory, and office supplies.
- Ensures the effective performance-based management of the Society’s human resources in accordance with the policies and procedures of the Society, including annual planning, communications, professional development support, etc.
- Works with appropriate staff and committees to ensure the effective planning, implementation and evaluation of all public programming including that related to visitor experiences, site development and fundraising.
- Supports board governance functions and ensures regular and accountable financial and operational reporting to the Board of Directors.
- Maintains open communication, and facilitates positive working relationships with the Nova Scotia Museum, Department of Public Works and other appropriate departments, agencies, and divisions of the Province of Nova Scotia.

- Ensures the Museum maintains positive relations with the public, media, partners, and other stakeholders.
- Ensures marketing and public relations activities support and reflects the museum's vision and branding.
- Develops strong and supportive links with local-area (community, municipal, and county) organizations thereby strengthening RFM's impact and relevance.

Qualifications & Experience

- A relevant university degree with 7 years senior management experience. An equivalent combination of education and experience clearly demonstrated in the application may be considered.
- Knowledge and experience in strategic museum management best practices and standards, especially regarding interpretation of agricultural practices and material culture, and associated collections and displays.
- Understanding of historic and contemporary agriculture practices and food systems would be considered as a strong asset.
- Demonstrated organizational leadership experience, including human resource and financial management, business planning and strategic development.
- Strong interpersonal skills and demonstrated ability to supervise and motivate a staff team, while valuing a diverse, and inclusive work environment.
- Excellent communication skills with a proven ability to communicate with stakeholders and diverse audiences to articulate the mission of RFM and to address issues and demands with diplomacy and tact.
- Strong time management skills to successfully develop and manage multiple priorities and competing deadlines.
- Understanding of rural communities, rural life, and the contemporary issues in rural economic development in a resource-based economy.
- Experience developing and maintaining partnerships with internal and external stakeholders.
- Ability to be innovative and have a broad way of thinking, while staying current with respect to broader impacts (current events, legislative changes, and national trends).
- Knowledge of non-profit management best practices, including fundraising.
- Strong computer skills.

Leadership competencies required are Decisiveness; Strategic Orientation; Developing Others; Team Leadership; Self-awareness; Effective Interactive Communication; Partnering and Relationship Building; Intercultural and Diversity Proficiency. We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks. The successful applicant will be required to provide an acceptable criminal record and vulnerable sector check as a requirement for the post.

Working Conditions

Must have valid driver's license as some travel is required.

Salary Range: \$2,914 to \$4,007 Bi-Weekly; \$75,764 to \$104,182 per annum

Benefits

The following benefits are available: Health, Dental, Life Insurance, Critical Illness, Long Term Disability, Vacation, and matching RRSP contributions.

Employment Equity Statement:

Our goal is to be a diverse workforce that is inclusive and representative, at all job levels, of the communities we serve. We welcome applications from all equity groups. If you are a member of an equity group, please self-identify on your electronic application.

How to Apply:

- Only electronic applications will be accepted.
- To apply, send a resume and cover letter, attention to Gerald Keddy, Chair, New Ross District Museum Society at rossfarm@novascotia.ca.
- Please be sure to demonstrate in your application how you meet the above qualifications.
- Applications must be received by end of day on **Monday, April 15th, 2024**.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

About the community of New Ross:

New Ross, Nova Scotia is a picturesque community nestled in the heart of Nova Scotia, known for its natural, rich history, and vibrant community spirit. Located in Lunenburg County, within the Municipality of Chester, New Ross is situated amidst rolling hills, lush forests, and pristine lakes, offering residents and visitors a tranquil escape from the hustle and bustle of city life. The town is surrounded by breathtaking landscapes, with opportunities for outdoor recreation such as hiking, fishing, ATViing, snowmobiling, hunting, and camping.

New Ross experiences a maritime climate, characterized by mild summers and relatively mild winters. Summers are pleasant, with temperatures averaging around 20-25°C (68-77°F), perfect for exploring the great outdoors. Winters are generally cold but not extreme, with temperatures typically ranging from -5°C to 5°C (23-41°F), providing ample opportunities for winter sports enthusiasts.

In this rural setting, New Ross offers a range of services and amenities to its residents. The town has a variety of local shops, including a grocery store, hardware store, service station and small boutiques, providing essential goods and services to meet the needs of the community. For those seeking a wider selection of shopping options, larger supermarkets and malls, and other professional services can be found within a reasonable driving distance in Kentville in the Annapolis Valley (30 mins), Bridgewater (30 mins), Chester (25 mins), and in the provincial capital of Halifax (60 mins).

New Ross Consolidated School (P-8) lies in the Centre of the village while Forest Heights Community School (9-12) is located 15 minutes from New Ross. Additionally, nearby universities and Community Colleges offer opportunities for higher education and specialized training.

New Ross is ideally situated in the center of Nova Scotia and equidistant to many of the province's most notable tourism and recreation sites. Kejimikujik National Park and National Historic Site (80 mins) offers a pristine camping, hiking and canoeing experience, and important insight into the history and culture of Nova Scotia's founding Mi'kmaq nations. The Annapolis Valley, home to Nova Scotia's burgeoning wine industry and productive fruit and vegetable growing region is a 30-minute drive. All of Nova Scotia's stunning and historic South Shore is at your doorstep offering pristine beaches, boating, and sailing opportunities and includes the picturesque village of Chester, and historic Lunenburg, a UNESCO World Heritage Site and home to the Bluenose II.

For those traveling further afield, Halifax Stanfield International Airport is the nearest major international airport, located approximately 100 kilometers (62 miles) away, providing convenient access to domestic and international flights (with direct flights to the USA, and to Europe). Major urban centers such as Halifax and Bridgewater are also within a reasonable driving distance, offering additional shopping, dining, and entertainment options.