



# NOW HIRING - APPLY TODAY!

## **Onoway and District Historical Guild is seeking a self-motivated, organized individual to manage our busy multi-use facility.**

The Facility Manager would be responsible to the Board of Directors for all aspects of the day-to-day operation of the Onoway Heritage Centre and will assist with the Onoway Museum and Visitor Information Centre as required.

### **Duties and Responsibilities:**

- ✓ accept, book, facilitate hourly, daily and monthly rentals
- ✓ prepare rooms/facility for rental groups
- ✓ prepare long term contracts with tenants
- ✓ supervise maintenance and repair of facility and equipment
- ✓ conduct and document regular facility inspections
- ✓ ensure compliance with health and safety standards and industry codes
- ✓ obtain quotes and tenders from contractors and check completed work
- ✓ maintain financial records through Quickbooks accounting system
- ✓ prepare monthly and annual reports and updates on facility-related events, contracts, maintenance, and rental income
- ✓ ensure security of the facility
- ✓ respond to facility and equipment alarms and system failures
- ✓ provide prompt response to requests and issues from facility occupants
- ✓ maintain a neat and clean facility inside and out
- ✓ be able to hire and work with contractors
- ✓ maintain a facility management program including preventative maintenance
- ✓ contribute content to social media sites

### **Other duties may be required:**

- ✓ act as guide/museum interpreter to museum visitors
- ✓ collection management and cataloguing of artifacts onto the computer database
- ✓ programs for school classes throughout the year
- ✓ Assist with fundraising events
- ✓ provide visitor information; be knowledgeable about local events and sites/sights

### **Desirable experience**

- excellent written and spoken communication skills
- working knowledge of financial principles and practices
- sound knowledge of health, safety and environmental regulations
- experience in construction, maintenance and all facets of facility operation
- supervisory experience
- solid computer and systems knowledge
- some heavy lifting required

Wages will be based on experience, training and education. Position is Monday, Wednesday and Thursday with half-day on Tuesdays, 25 hours/week. Working closely with the Museum/Program Co-ordinator may generate additional hours.

Email a cover letter and resume to [admin@onowaymuseum.ca](mailto:admin@onowaymuseum.ca) or drop off in person to the office Monday - Friday between 9:00 a.m. and 4:00 p.m. Include letters of reference. Applications will be accepted until September 15, 2019. If insufficient response, the deadline may be extended.

Phone 780-967-1015 or visit our website at [www.onowaymuseum.ca](http://www.onowaymuseum.ca) for more information. Only applicants that are short-listed will be notified.