

Executive Director – Pioneer Acres Museum

Position Details

Category	Detail
Location	Irricana, Alberta, Canada (Rocky View County)
Position Type	Full-time (40 hours/week)
Reports to	The Club President & Board of Directors
Salary	Commensurate with experience
Application Deadline	December 15, 2025

About Pioneer Acres Museum

Pioneer Acres Museum is one of Alberta's largest agricultural and industrial history museums, dedicated to actively preserving, displaying, and demonstrating equipment and artifacts used by the pioneers of Western Canada and their descendants. Located on 50 acres of land near Irricana, Alberta, the museum shares Alberta stories from the beginning of settlement to the present day. Operated by the Pioneer Acres Plowmen & Threshermen's Club of Alberta, we are a registered Canadian charity supported by a team of two permanent staff and hundreds of passionate volunteers. We are a volunteer-driven community museum committed to representing rural communities and industries from Western Canada's pioneering to mid-century eras.

Position Overview

The Executive Director provides overall leadership and management for Pioneer Acres Museum, ensuring the Club and the Museum remain sustainable and fulfill their mission. Reporting to the Board of Directors, the Executive Director oversees the implementation of the **2026-2029 Strategic Plan**, daily operations, financial administration, fundraising, and community engagement. This is a hands-on, strategic opportunity for a people-oriented leader to make a lasting impact in a community-based cultural setting.

Key Responsibilities

The Executive Director is responsible for the proper functioning of all operational components of the Museum and translating mission into measurable results.

Operational & Financial Management

- **Administration:** Manage daily operations, including all regular office functions, correspondence, and communications (telephone, email, post).
- **Financial Oversight:** Manage the Club's finances in coordination with the Club Treasurer, including bank deposits, documentation of cash receipts and payments, and preparation of financial reports.
- **Revenue Generation:** Lead the application process for **donations, grants, and sponsorships** in coordination with the Finance Committee. Oversee operation of the **Gift Shop**, including inventory, ordering stock, and sales.
- **Facilities & Safety:** Conduct necessary safety and security measures for the museum buildings and property, coordinating with appropriate volunteer committees. This includes systems like doors, alarms, heating, septic, and coordinating monthly water well bacteria testing with Alberta Health Services.

Leadership, Governance, and Communications

- **Strategic Leadership:** Collaborate with the Board to implement the **2026-2029 Strategic Plan**. Foster a culture of continuous learning which focuses on both current and future needs of the museum.
- **Reporting:** Provide timely updates to the Board of Directors at regular meetings and communicate with Club members at General Membership Meetings and in the Club newsletter.
- **Team Management:** Manage and motivate staff (including the Curator, Events Coordinator, and seasonal assistants), overseeing hiring and performance management.
- **Community Engagement:** Use communication strategies to effectively engage, advocate, and inform the public and other stakeholders of museum directions. Build and maintain positive relationships with community partners and funders.

Strategic Growth Initiatives (2026-2029)

- **Public Outreach:** Implement strategies to **double yearly gate attendance** from all events by 2029 and increase events at Pioneer Acres. Support the Marketing Committee to increase museum attendance by increasing social media presence and promoting Pioneer Acres at twice the number of public events (e.g., Teacher's convention, Aggie days).
- **Programming:** Increase the number of tours, with a goal of **20 tours next winter**, focusing on seniors and students in the off-season. Develop policies for delivering programs and build collaborative community relationships.

- **Volunteer & Member Support:** Strengthen member and volunteer stewardship and support efforts to mitigate volunteer fatigue.
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Qualifications

- **Experience:** Minimum 3–5 years of leadership or management experience, ideally in a non-profit, heritage, or cultural organization.
 - **Education:** Post-secondary education in a related field (e.g., Non-Profit Management, Business, Museum Studies) or equivalent professional experience.
 - **Skills:** Proven success in budgeting, grant writing, and donor relations.
 - **Attributes:** Strong organizational, communication, and interpersonal skills. Must be committed to the museum's mission and value local history.
 - **Physical:** Must be physically able to walk the grounds for tours and general oversight.
 - **Working Conditions:** Hours are generally five 8-hour days per week and will include times when the museum is open to the public; some evening and weekend hours are required for meetings or special events.
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How to Apply

Please submit your résumé and cover letter outlining your interest and qualifications to:

hr@pioneeracres.ab.ca

Applications will be reviewed on a rolling basis until **December 15, 2025**.