



Rural Municipality of St. Andrews

JOB DESCRIPTION

Position: Culture and Heritage Manager
Department: Recreation, Culture and Tourism
Salary: \$61,000 - \$68,000 / year
Hours of Work: 09:00 – 16:30 Monday to Friday
Employee Group: Non-Union Position
Reports to: Recreation Director
Primary Job Location: St. Andrews Rectory, 374 River Road, St. Andrews
Job Description Date: July 2026

Position Summary:

Reporting to the Recreation Director, this position will lead or assist in the delivery and expansion of culture and heritage services for residents of the municipality, as well as provide administrative assistance and perform other related duties as required for tourism initiatives.

DUTIES AND RESPONSIBILITIES

St. Andrews Heritage Centre

- Manages the day-to-day operations of the St. Andrews Heritage Centre (museum) and the various programs, events, and tours.
- Parks Canada Liaison regarding building maintenance and operational issues.
- Representing the museum to outside stakeholders
- Preparing and tracking cash deposits
- Monitoring operational spending and assists in development of the annual budget
- Submit cheque and reimbursement requests
- Administering payroll costs and grant-funded wage budgets
- Researching, planning, and developing new cultural programs and services are key functions.
- Evaluating and improving existing programs and services for the museum, as well as the municipality.
- Promoting effective public communications and managing the museum website, event calendar, online registrations, and social media platforms.
- Managing staff and volunteers with oversight on training, performance reviews and disciplinary processes.
- Participation in all hiring and termination decisions

- Payroll administration and safeguarding employee records and personal information.
- Responsible for collection management, handling artifacts and exhibit design.
- Developing and updating museum policies and procedures.
- Updating and maintaining committee policies and by-laws as required.

Heritage and Tourism Initiatives

- Coordinating municipal heritage projects and preparing a variety of reports for the Director of Recreation, Council, and/or the Heritage committee.
- Attend various community meetings and working with volunteer board members and other community volunteer groups on heritage and tourism projects as needed.

QUALIFICATIONS

- Bachelor's degree or master's degree in museum studies, cultural studies, curatorial practice, history, anthropology, or related fields; or a significant amount of related work experience.
- Experience and training in exhibit design and collections management would be an asset.

EXPERIENCE

- Minimum Three years of museum experience preferred.
- Experience working with non-profit organizations.
- Experience managing and supervising staff and volunteers is essential.
- Experience in managing a heritage facility in a municipal environment is an asset
- Demonstrated experience in the development, implementation, and delivery of a wide range of cultural programs and services.
- Demonstrated experience in Manitoba history, particularly in the St. Andrews settlement area.
- Experience in historical research and writing for the purpose of public education.

KNOWLEDGE / SKILLS / ABILITIES

- Computer efficiency in MS Word and Excel, basic bookkeeping and budgeting knowledge required.
- Experience in website management and in the development of effective communications utilizing a variety of social media.
- Understanding culture and tourism activities in St. Andrews and/or the Interlake region would be helpful.
- Must possess effective oral and written communication skills and interact effectively with the public.
- Demonstrate initiative, be flexible and possess a positive attitude.
- Excellent organizational, time management and decision-making skills to manage competing priorities and demands.
- Ability to multi-task effectively, cope with interruptions and work under pressure to meet deadlines.
- Have a valid Class 5 driver's license and access to a vehicle.
- First Aid and CPR training is an asset

WORKING ENVIRONMENT

This is a full-time permanent position requiring a 35 hour work week, occasional overtime may be required. May include evenings and/or weekends as required with a flexible work agreement schedule in place. The position offers a comprehensive benefits package after 6-month probation period. Salary will commensurate with the successful candidate's experience and qualifications.

The successful applicant must provide a satisfactory Criminal Record Check and Child Abuse Registry Check.

Physical demands of the role include dexterity to handle artefacts by hand, sitting at a desk, using a computer, climbing stairs, and standing for longer periods of time.

*All employees of the Rural Municipality are expected to follow provincial and municipal health and safety policy, procedures, and work practices at all times.

Signatures and Approvals

Employee Signature: _____

Printed Name: _____

Date: _____

I confirm that I have read the foregoing and understand it is a description of the duties and responsibilities assigned to this position.

Recreation Director Signature: _____

Printed Name: _____

Date: _____

I confirm that this is an accurate description of the responsibilities required of the position and that it forms the basis for the position classification level and the performance appraisal of the incumbent.

The incumbent has received a copy of this position description.