



CHIEF EXECUTIVE OFFICER
Philip J. Currie Dinosaur Museum
Wembley, AB

The River of Death & Discovery Society is currently seeking applicants for Chief Executive Officer (CEO) for the Philip J. Currie Dinosaur Museum – a brand new, world class facility located in Wembley, Alberta, Canada.

Philip J. Currie Dinosaur Museum

Overview

The Philip J. Currie Dinosaur Museum arose out of the vision of the local community to celebrate the discovery of numerous late Cretaceous dinosaur bones in the area – most especially the Pipestone Creek bone bed, which is one of the densest in the world.

After a generous commitment of funds from the local community, municipal partners, and the provincial government, the museum opened its doors to the public in September 2015 to national fanfare. It has seen a steady flow of visitors since the doors opened, exceeding expectations with over 120,000 visitors in the first year – a major accomplishment for any new museum. It also won 9 awards in 9 months and was recognized by numerous news outlets as one of the most significant museum openings of the year.

The museum has been named after Alberta's most distinguished living paleontologist – Dr. Philip J. Currie. Dr. Currie's major accomplishments include co-founding the Royal Tyrrell Museum, co-editing the monumental *Encyclopedia of Dinosaurs*, naming dozens of new species in China, Mongolia and North America, and leading or participating in major expeditions to Mongolia, Argentina, Madagascar, Indonesia, South Africa and Antarctica. Dr. Currie continues to oversee all of the major dinosaur digs in the Grande Prairie area and is a frequent collaborator with the museum.

In addition to five newly named dinosaurs from Alberta on display that have never before been seen as reconstructions, the museum focuses on the diversity of life in the nearby Wapiti Formation ecosystem. Using the recent discoveries and current understanding of the botany, geology, climate and geography of the Grande Prairie region during the Cretaceous era, visitors are guided through the process of reconstructing the ancient environment of the dinosaurs and shown the decades of research work that goes into understanding the make-up of extinct ecosystems.

The museum exhibits are designed to immerse visitors in an interactive virtual dinosaur-driven environment with enhanced augmented features using computer-aided screens that pan over suspended articulated dinosaur skeletons.

The museum educational programs captures the interest of all ages and includes use of a 3D printer, immersive technologies, hands-on children's programs, traveling exhibits, National Geographic films, interpreted walks through the museum, lecture series, podcasts and other developing programs.

Philip J. Currie Dinosaur Museum is an international institute for experiential learning dedicated to the paleontological heritage of Alberta through research, collection, preservation, exhibition, public programming, publications and innovative outreach.

The Opportunity

On the threshold of this exciting next chapter for the PJCDM, as CEO you will be the architect of the next phase of the journey. Working in partnership with the Board of Directors you will help craft a vision that captures the hearts and minds of all stakeholders and communicate it in a way that is universally meaningful and accessible. As the Museum's chief ambassador you will advocate for public and private sector support and development, showcase its world class research, programs, and collections and drive its position as a leader in the social media and digital world. You will help create innovative, one of a kind exhibits and programs that command attention and drive up attendance by enticing visitors to return again and again, making the PJCDM even more compelling to members, sponsors and donors.

The PJCDM deserves an influential and dynamic thought leader who will capitalize upon the museum's world-class standards of curatorial and programming excellence. You inspire high levels of employee engagement and have demonstrated the ability to lead a diverse talent pool to new levels of performance. You are well versed in exploiting new media to reach new audiences in attention grabbing ways. As a champion of the museum's interests, you will not only be comfortable playing a central role in fundraising activities but consider it a priority.

The Candidate

The CEO is responsible for the development, execution, and management of the policies, programs, and initiatives of the Philip J. Currie Dinosaur Museum as directed by its Board of Directors. The successful candidate will provide leadership toward achievement of the Museum Society's mandates, mission, and its' long-term and immediate goals and

objectives. Ideal candidates will have previous experience in the management of a non-profit organization and have current management credentials and have a willingness to serve as the Executive Director of the Museum Society.

As the successful candidate you will have the ability to supervise and manage professional, volunteer, and administrative staff members, through a supportive, collaborative environment.

You will possess strong written and verbal communication skills and have previous experience with budget preparation, fiscal management and analysis. You have the capability to develop and implement long-range plans; as well as, an ability to develop, implement, and evaluate public opinion surveys and related data collection vehicles. You will have some understanding of curatorial requirements of a unique museum collection and have knowledge of current and emerging public relations issues and trends applicable to the museum and cultural fields.

A demonstrated successful track record in fundraising, and previous experience as a CEO of a similar sized non-profit organization, preferably in the field of arts and culture, are assets, and a passion to advance the mission of the Museum is a must. You have a keen understanding of the importance of external relations.

Duties will include; but are not limited to:

- Managing the staff, services and activities of Museum.
- Developing and maintaining the Annual Business Plan and Budget for the Museum.
- Hiring, supervising, training, and evaluating staff members, as well as overseeing the work of professional consultants.
- Serving as the Museum's primary spokesperson, including interaction with the media, community associations, and others as necessary and appropriate.
- Overseeing and coordinating fundraising and donor management activities.
- Identifying new initiatives and partnerships to grow membership and revenue (i.e. grant writing and community/ corporate sponsorships).
- Developing – in conjunction with the Chair – the agenda for the Board meetings; attends and reports to the Board at its meetings; oversees or performs an accurate recording of the proceedings; and distributes information in a timely manner.
- Recommending and administering goals, objectives, policies and procedures of the Society.
- Developing and maintaining effective relationships with persons and groups directly or indirectly associated with the Museum and the Society,
- Coordinating the activities of and assists Board members with implementation of the Business plan.
- Preparing reports as requested by the Board Chair.

Compensation for this position shall be based on experience and qualifications. Vacation and health benefits are provided.

Closing date for this competition is March 6th, 2017.

To apply for this position or to obtain more information on this exciting opportunity, please forward your resume, cover letter and three references to:

Caitlin Powell

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SIDE FAMILY PLACE

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PHILIP J. CURRIE
DINOSAUR MUSEUM

We thank all applicants, however, only those selected for interview will be contacted.