



MEMEC Executive Director

Job Title: Executive Director

Organization: Manitoba Electrical Museum and Education Centre

Location: Winnipeg, Manitoba

Position type: Full-time, 32-34 hours/week

Salary: \$41,000 to \$44,000

About Us:

The Manitoba Electrical Museum and Education Centre is a small, dedicated museum in Winnipeg, Manitoba, celebrating the fascinating history of electricity, and its transformative impact on our lives. From early experiments to modern marvels, our collection brings the story of electrical innovation to life. We are seeking a passionate and resourceful leader to guide our museum and engage with our community.

Job summary:

We are looking for a hands-on museum executive director to be the public face and operational leader of our institution. This role is perfect for a creative and organized individual who is excited to wear many hats – from managing daily operations, tours, budgets, and building community partnerships. As the primary staff member, you will have a unique opportunity to shape the museum's future and make a lasting impact.



Key responsibilities:

Museum Operations and Administration:

- Manage all daily operations, including volunteer and staff scheduling and work planning, visitor services, and maintenance of the facility,
- Hire and manage staff,
- Administer and control the museum's budget, assist with basic bookkeeping, process invoices, manage expenditures and reimbursements, track sales figures, and manage petty cash,
- Ensure books and records of the museum are properly updated and maintained,
- Provide timely and accurate information and reports as required to the Board of Directors,
- Work with the Board of Directors to develop strategic goals, and report on progress.

Visitor experience and education:

- Welcome visitors and serve as a tour guide when required, sharing stories that spark curiosity,
- Develop and lead educational programs, and events for schools, families, and community groups,
- Ensure a friendly, safe, and memorable experience for every guest.



Curatorial and collections management:

- Develop with and work with volunteers to install engaging, educational, and interactive exhibits,
- Oversee and advise on the museum's unique collection of artefacts,
- Conduct research to ensure historical accuracy and compelling story telling.

Community Outreach and Fundraising:

- Act as the museum's ambassador, building relationships with local schools, businesses, and other cultural organizations,
- Manage the museum's website and social media channels to grow our audience,
- Assist the Board and committees in fundraising efforts, including grant writing, donor relations and organizing events.

We are looking for someone with:

- A passion for history, science, technology or storytelling
- Previous experience in a museum, gallery or cultural heritage setting is highly desirable
- Excellent communication and interpersonal skills, with an ability to connect with people of all ages
- Experience working with volunteers would be an asset
- Strong organizational skills, and the ability to work independently
- A creative and resourceful problem solver who is not afraid to take initiative
- A degree or diploma in museum studies, history, public history, education, or a related field is an asset



Manitoba Electrical Museum & Education Centre
Centre d'éducation et Musée de l'électricité du Manitoba

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- Proficient with Microsoft Office or Google Workspace
 - Experience with QuickBooks or other accounting software would be an asset
 - Ability to be available to work weekends, and some evenings as required

To apply:

Please send your resume and a cover letter by November 10, 2025.

Note that we are committed to an inclusive work environment and to providing equal employment opportunities to all and encourage self-declaration. Also note that criminal record and child abuse registry checks will be required of the successful candidate.

Please send your application to info@electricalmuseum.ca. We look forward to hearing from you.