



Executive Director Job Description 2024

Tell us a story...

...a story about a town that, in 1911, had a population of less than 50 people. And yet, five short years later, grew to over 12,000 individuals.

...a story about a region that is world renowned for dinosaurs, yet once warmed the homes of Canadians for decades.

...a story about what “thunder in the valley” really meant, when 139 coal mines shook the walls of the Alberta badlands.

...a story about the baseball games, worker solidarity, and brothels that entertained miners and empowered communities through good times and bad.

Now, tell us a story of the over 210 souls who lost their lives to those same coal mines, and how their sacrifices impact what our history is today.

The Atlas Coal Mine National Historic Site immerses visitors in an unforgettable experience set in a diverse, historic landscape featuring the last wooden coal-sorting tipple in Canada. We take you underground, into the stunning Alberta badlands, so you can breathe, smell, and feel the life of a miner at a time when “coal was king.”

Are you ready to tell that story?

We at the Atlas are looking for a new Executive Director to help us continue building on those stories and our Mission:

We foster a sense of belonging by sharing the stories and experiences of the unique place that is Atlas Coal Mine – our story is part of Canada’s story.

The Executive Director Role

The Executive Director plans and leads the stewardship, development, and sustainability of the Atlas Coal Mine National Historic Site. The Atlas Coal Mine Historical Society is a registered charity: 138323043RR0001. Key responsibilities include:

- Work closely with the Board of Directors to develop and implement annual operating plans and budgets, guided by the Atlas’ 2024-26 Strategic Plan and the Dig Deeper, Build Stronger Capital Campaign.
- Collaborate with community, contractors, and staff in planning, driving, and managing site development and built heritage restoration and conservation projects.
- Model, support, and nurture Atlas’ positive organizational culture and coach and empower staff to be the best they can be.
- Maintain a positive, healthy, and safe work and visitation environment in accordance with risk management standards and regulations.

Executive Director Job Description 2024

- Strive for museum operational excellence while working creatively within budget limits, with particular focus on nurturing Atlas' high-impact interpretation programs.
- Develop and execute strategies in all facets of sustainability per Alberta Museums Association recommendations.
- Build and maintain relationships and partnerships with relevant parties, community groups, and local mining families.
- Develop strategic fundraising campaigns fostering successful relationships with partners and/or sponsors, cultivating opportunities and growing donated and earned revenues.
- Lead grant writing, management, and reporting tasks for all Atlas projects.
- Oversight of site conservation, historic preservation, and collections management in compliance with Atlas policies and government regulations.
- Plan, direct, and evaluate exhibit development, fabrication, and installation with curatorial and conservation teams.
- Develop annual staffing plans and oversee Human Resources policies and practices.
- Oversee effective digital and traditional marketing and promotional programs and partnerships.

Ideal Qualifications

- Minimum of five years of institutional or departmental leadership in a cultural heritage facility or non-profit organization.
- Post-secondary degree related to Museum Studies, Archaeology, History, Hospitality, Commerce or Business or equivalent experience.
- Experience in not-for-profit environments and a sound understanding of the executive director's role with respect to Board relationships and governance.
- Strong strategic thinking, planning and organizational skills; excellent problem-solving and decision-making abilities.
- Proven ability to develop, manage and report on grants and a variety of capital and operational projects.
- Creative, entrepreneurial spirit with passion and drive for delivering results; a strong and accountable self-starter with an excellent work ethic.
- Excellent communications and influencing skills with a passion for building enthusiasm and commitment to an institution's story and mission.
- Inspiring people leadership skills in a diverse work environment.
- Demonstrated success in building and maintaining community relationships and in marketing and growing audiences, supporters, or revenues.
- Broad experience in stewardship and maintenance of built heritage assets.
- Demonstrated understanding of heritage organizations, their functions, sustainability and importance to society. Practical knowledge of museum best practices and/or enthusiasm for industrial history are definite assets.
- Strong generalist administrative skills; working knowledge of relevant legislation.
- Flexibility, resilience, and a positive attitude are strong attributes for this position.



Executive Director Job Description 2024

Compensation

- The salary range for this role is \$75,000 - \$80,000 depending on qualifications.
- Atlas offers a comprehensive employee health benefit package.

Working Conditions

- The Atlas Coal Mine is a preserved outdoor historic industrial site in a rural location with programs in large industrial structures and offices in heritage buildings. Candidates must be comfortable and physically capable of working safely in this environment.
- While a standard work week exists for all roles at Atlas, incumbents will be expected to accommodate irregular and overtime hours for activities such as Board meetings, special events, and representing Atlas at public events.
- We thrive in a diverse work environment and encourage all qualified applicants to apply. We warmly encourage applicants from equity groups (visible minorities, members of the 2SLGBTQ+ community, and new Canadians).

Interested?

- Our website: <https://atlascoalmine.ab.ca/belong/job-opportunities/>
- Please submit your cover letter and resume to Cheryl McNeil, Board Chair at: cmcneil@atlascoalmine.ab.ca

Closing Date: May 16, 2024