



Steveston Historical Society
3811 Moncton Street
Richmond, B.C. V7E 3A7
www.historicsteveston.ca

Job ID: Executive Director
Location: Steveston, Richmond, BC
Reports to: Board of Directors

POSITION OVERVIEW:

The Steveston Historical Society seeks a dynamic and visionary **Executive Director** to lead our organization and advance our mission to “preserve and promote the history of Steveston.”

The Steveston Historical Society operates the Steveston Museum and Post Office, Steveston Japanese Canadian Museum and Town Square Park through a partnership agreement with the City of Richmond. Located in the heart of historic Steveston Village, the Steveston Museum is a hub of local activity, serving as both a Canada Post outlet and a popular retail space. Exhibits located in the Steveston Museum and Steveston Japanese Canadian Museum are free to the public and maintained by the City of Richmond. Other Society interpretive initiatives are regularly programmed for local and tourist audiences.

KEY RESPONSIBILITIES include but are not limited to:

- Develop and implement programming highlighting the unique history and heritage of Steveston.
- Develop and manage operating budgets including strategically expanding revenue through business planning.
- Represent the Society on working committees and in external relations.
- Advocate for the Society’s interests with government, agencies, community groups, foundations, businesses, and related organizations.
- Promote the Society’s programs and initiatives, collaborating with the City of Richmond to enhance visibility and community impact.
- Build and maintain relationships with local cultural and historical groups, taking a lead role in developing this important and growing area of community connection.
- Conduct research to support the Society’s programs and initiatives.
- Perform additional responsibilities as required to support the Society’s mission.

QUALIFICATIONS:

- Proven experience in nonprofit leadership, museum and heritage program management, or a related field.
- Minimum of five years of progressive experience in program development, grant writing, and overseeing budget creation and management.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work collaboratively with diverse stakeholders.
- Proficiency in digital tools, website management, and social media.
- Knowledge of historical preservation and community engagement is an asset.
- Ability to establish and maintain effective working relationships with staff members, contractors, city staff, community partners and volunteers.

APPLICATION INSTRUCTIONS:

Interested candidates are invited to submit a cover letter and resume outlining their qualifications and experience via email to: info@historicsteveston.ca. Please include “Executive Director Application” in the subject line. Applications will be accepted until April 20, 2026.

WAGES AND COMPENSATION:

This position is 32 hours/week with an hourly wage from \$30.44 - \$38.46. Benefits to be negotiated. Evening and weekend work required at times. Schedule and work location negotiable, dependant on performance. Opportunities to increase hours are contingent upon funding availability, grant approvals, and organizational needs.

COMMITMENT TO DIVERSITY AND INCLUSION:

The Steveston Historical Society is committed to fostering a diverse and inclusive environment. We welcome applications from individuals of all backgrounds and encourage those who bring unique perspectives to our team.