



SHAPE THE  
*Future*



## 170584 - Operations Manager- Department of Fisheries, Tourism, Sport and Culture - Temporary

Government of PEI

📍 Beaconsfield Historic House - 2 Kent Street, Charlottetown, Prince Edward Island C1A 1M6

👤 1 Position available

📅 Published on: September 26, 2025

📅 Expires on: October 15, 2025

### JOB DESCRIPTION

The [Department of Fisheries, Tourism, Sport and Culture](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The purpose of this position is to design and manage systems and processes in the areas of operations and human resources for all the seven (7) sites of the PEI Museum and Heritage Foundation ("the Foundation") including Green Park Shipbuilding Museum and Historic Yeo House, The Acadian Museum of Prince Edward Island, Eptek Art & Culture Centre, Beaconsfield Historic House, Orwell Corner Historic Village, Basin Head Fisheries Museum and Elmira Railway Museum. The Operations Manager will ensure the coordination and execution of capital and operating budget strategies throughout the Foundation's system to achieve the objectives of the Foundation's Strategic Plan.

This position is responsible for creating and fostering operational excellence, including a positive work environment that helps frontline employees provide visitors with a positive and consistent visitor experience.

#### Duties include but are not limited to:

- Creates and manages processes, systems, and timetables for the seven sites ensuring efficient and effective daily operations;
- Develops and implements operational and staff plans for each site, including facilities and assets;
- Assists Site Managers with leadership and supervision of employees;
- Ensures that the activities and initiatives of the sites are in keeping with the objectives outlined in the Foundation's Strategic Plan and align with the standards and operating principles set forth by the Museums Act and other policies (i.e., Standards and Guidelines for the Conservation of Historic Places in Canada) to create an accurate representation and create the best experience for visiting clientele;
- Ensures delivery of programming and special events through collaboration with Site Managers, the Education and Programming team and other stakeholders;
- Coordinates seasonal onboarding and orientation for employees;
- Handles customer complaints including dealing with the customer and investigating the incident;
- Supports staff with the use of Shopify POS, Microsoft Office and other programs as required on site;
- Maintains a safe and healthy work environment by establishing and enforcing operating procedures and adherence of Occupational Health and Safety policies;
- Supports the implementation of policies that apply to personnel and HR, such as Diversity, Equity, and Inclusion, Harassment in the Workplace, etc;



Job type

1 year Temporary / Full-time



Work shifts:

Day



Work schedule:

37.5 hrs/week



Work location

On site



Salary:

\$74,997.00 - \$93,756.00 CAD

Yearly

### Additional information

Job Opening ID:

• 170584

Department:

• Fisheries , Tourism , Sport and Culture

Division:

• Museums and Heritage

Location:

• Charlottetown

Pay Level:

• 19

Hourly Salary Range:

• \$38.46 - \$48.08

Employment Type:

• Temporary

Employment Percentage:

• 100%

Closing Date:

- Consults with HR regarding hiring processes and assists in completion of all required documentation for payroll/HR;
- Completes performance reviews with employees;
- Develops 5-year capital budget in collaboration with Executive Director and Capital Budget Committee;
- Manages operational and capital budgets and resulting execution of budget activities;
- Oversees and coordinates funding and grant applications for the seven sites, including funding from federal, provincial, municipal and other programs;
- Provides recommendations on revenue generation through events and activity expansion; and
- Other duties as required.

#### Minimum Qualifications:

- University Degree in Business Administration, Tourism Hospitality, or related field;
- Demonstrated equivalencies will be considered;
- Extensive experience in implementing operational principles and standards;
- Considerable experience in supervising staff and managing budgets;
- Experience in program delivery/development and/or special events;
- Proven ability to develop strong working relationships with internal employees and the public;
- Strong organizational and time management skills;
- Strong oral and written skills;
- Valid Driver's license.

#### Other Qualifications (Assets):

- Experience working with and interpretation of provincial acts, regulations, and policies;
- Promotional and Marketing skills;
- Knowledge of the PEI Museum industry;
- Ability to speak, read, and write in French;

This posting may be used to fill future vacancies.

**Please Note:** Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted. Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.jobspei.ca](http://www.jobspei.ca). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

*Voted as one of Forbes' top 30 Best Employers in Canada for 2025*

*The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.*

#### BENEFITS



4 weeks paid vacation  
annually



Health and dental benefits  
after 6 months

- Wednesday , October 15, 2025 4:00 p.m.

Open To:

- Public

Union:

- Excluded

#### Required documents

- ✓ Resume

#### Optional documents

- ✓ Cover Letter

Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .

- ✓ Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .

- ✓ International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have .

- ✓ Other