



## **MACKIE LAKE HOUSE**

**7804 Kidston Road  
Coldstream, BC V1B 1S2  
Phone: (250) 545-1019**

**Website: [www.mackiehouse.ca](http://www.mackiehouse.ca)**

Mackie Lake House Foundation operates a self-supporting 1910 Heritage House on Kalamalka Lake, Coldstream, BC and requires a:

# **General Manager**

**Join us in preserving history and celebrating a beautiful part of our community's heritage!**

The ideal candidate is passionate about local heritage, values the work of non-profit societies, has a positive attitude and is dedicated to making the legacy of Mackie House flourish in our community.

**Our mission: To preserve and present the buildings, grounds, furnishings, and related history of Mackie Lake House for the enjoyment and education of the public.**

### Qualifications:

- Effective oral, written and social media skills.
- Proven ability to manage.
- Proven ability to plan, supervise and execute projects on time and on budget.
- Demonstrated proficiency in Microsoft programs: WORD, OUTLOOK, EXCEL, ADOBE, ACCESS and GOOGLE Workspace.
- ARTS & CULTURE and BUSINESS background.
- Grant writing an asset
- Clean criminal record check.
- BC drivers license and a vehicle.
- Lives in the area.

### General Duties and Scope:

#### Operations:

- Oversee operation, maintenance & security of buildings, grounds, furnishings, and artifacts.
- Oversee staff.
- Administer, promote, improve or create existing or new programming & events consistent with our mission statement.
- Attend approximately 8 evening Board meetings a year.
- Facilitate the booking of various events such as weddings, celebrations of life, private parties, corporate affairs etc. with help from our wedding planner and staff.
- Be available to work some of these events on the weekends and weekday evenings.
- Organize work parties in the yard a couple times a year.
- Organize a few summer teas and a few Christmas teas a year.
- Organize several spring/summer concerts on the lawn each year.
- Organize an annual party for the volunteers.

- Give tours of the house and train new staff to give tours.
- Act as landlord for the Caretaker's Cottage renters and work with them on the scheduling of their security checks of the main house.
- Oversee a monthly newsletter summarizing all activities and events taking place at Mackie House.
- Work with BC Heritage Branch, the Heritage Society of BC and Heritage Canada.
- Employ acceptable museum practices and procedures.
- Use the "Standards and Guidelines for the Conservation of Historic Places in Canada"
- Help establish and maintain a "Friends of Mackie" group of volunteers and train as necessary.
- **Organize part time staff, summer students, contractors and volunteers to help with the above.**

Financial:

- Create, manage & work within the budget approved by the Board.
- Oversee grant writing.
- Initiate and oversee fundraising tactics for special projects.
- Oversee the payroll and accounts payable, working closely with our bookkeeper.
- Do in-person and on-line banking as required.

Community:

- Attend community events to help spread the awareness of Mackie House.
- Work with Winter Carnival, Coldstream's Women's Institute, Vernon Art Gallery, District of Coldstream and other Non-profits as supportive members of the community.
- Liaison with schools.

Other:

- MLHF uses an alarm company. The caretakers that live in the Cottage would be first on the list to call in the event of a triggering, the manager would be second on the list if the caretaker is unavailable.
- Work out of an office within the Mackie Lake House.
- There are three part-time staff that each work about two days a week. They can provide strong support to the manager in the above items.

**BENEFITS:**

- **Salary: \$50,000 per annum**
- **3 weeks paid vacation.**
- **Flexible hours: based on a 4 day work week with seasonal fluctuations.**
- **Direct family members welcome to attend outdoor concerts for free.**
- **Work in an absolutely beautiful heritage home on waterfront acreage.**

Application close date: February 28 2025

Proposed start date: April 1 2025

**Interested applicants please apply with covering letter and resume (including work history) and references to:**

Greg Wylie, President  
 Mackie Lake House Foundation  
[gregjwylie@gmail.com](mailto:gregjwylie@gmail.com)  
 (emails only – no phone calls please)