

Chilliwack Museum & Archives Detailed Job Description

Job Title:	Public Programs & Events Coordinator	Reports to:	Executive Director
Department/Group:	Programming	Position Type:	Full-time/Permanent
Location:	45820 Spadina Avenue	Level/Salary Range:	\$50,000/year - \$60,000/year

Job Description

SUMMARY OF POSITION

The Public Programs & Events Coordinator develops and manages all aspects of the organization's Public Programs & Events and is an important public-facing representative of the organization. The Coordinator is also responsible for delivering an engaging marketing platform via social media and other appropriate outlets.

ROLE AND RESPONSIBILITIES

1. Develop and deliver public programs to the community. Programs are developed for children, youth, adults, seniors, and families.
2. Seek out and work with community members to deliver contracted programs to the community.
3. Develop and lead, or coordinate instructors for workshops, lectures, seminars that deal with minority communities.
4. Engage Chilliwack residents and groups to understand the community's current and future interests in public Museum and Archives programs;
5. Provide logistical coordination and leadership for the organization's public events falling within the mandate of public programming and engagement, including exhibit openings and the annual Hops & Heritage fundraiser.
6. Recruit, train, and supervise any volunteers or additional staff providing service within the Chilliwack Museum & Archives Engagement Programs.
7. Maintain an active social media presence, maintain the website, and seek out additional forms of marketing and public awareness.
8. Recruit, train, and supervise any volunteers or additional staff providing service within the Chilliwack Museum & Archives Public Programs and Events.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. University degree, a Bachelor of Education or a Bachelor of Fine Arts, or a comparable qualification;
2. Experience instructing various demographics;
3. Experience developing and delivering public programs in a museum setting;
4. Experience with event planning and coordination;
5. Cultural Awareness training would be considered an asset; experience working with minorities and vulnerable people preferred;
6. 1-2 years' experience working in a museum;
7. Valid BC Driver's License.

PREFERRED SKILLS

8. A strong interest in British Columbia and local history;
9. Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy;
10. Able to work with minimal supervision; works well independently and as a team; flexible;
11. Capable of lifting 35lb. from floor to table height and 20lb from table to head height.

DIRECT REPORTS

1. Event Volunteers
2. Museum Attendant - Programming

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ADDITIONAL NOTES

Regular hours of work are Monday to Friday, 9:00am to 4:30pm (37.5/week). Shifts outside these hours may be required for operations, programs, and events.

This position requires a valid BC Driver's license.

Position will be required to obtain Serve it Right certification and Emergency First Aid.

Reviewed By:	Sarah Belley	Date:	Date
Approved By:	Shawna Maurice	Date:	Date
Last Updated By:	Shawna Maurice	Date/Time:	April 8, 2020