

Vancouver Maritime Museum Programs Manager Job Posting

About Us:

Our mission is to inspire learning about the past, present, and future of the maritime cultures, industries and journeys connected to the Pacific Northwest and the Arctic.

Our vision is to transform the museum with innovation and diversity.

We seek to:

- Create powerful experiences that are accessible and inclusive
- Address racism, and colonialism in our work
- Make learning fun by approaching all we do with a sense of play, interactivity, curiosity, and joy
- Work collaboratively in all we do
- Ensure respectful treatment of belongings and stories
- Advance research through public access to archives and collections

This is a managerial position that oversees the work performed by the Public Programs Coordinator and Education Coordinator. The manager's work involves the researching, developing, implementing, evaluating, and administering educational and public programs. The work includes hiring, training, and managing a team of permanent and seasonal staff as well as volunteers. The programs manager is a member of the management team and participates as a key contributor to budgeting process, grant applications, revenue and expense control and monitoring. They are responsible for ensuring the highest standards of program quality and safety for all participants. They ensure the content of programs aligns with strategic plans, City of Vancouver Culture plans, provincial school curriculum and reconciliation priorities. They act as a spokesperson for all public and education programs. Responsibilities of this role are performed with considerable independence of action and judgement is exercised in all aspects of the work.

Key responsibilities:

- Oversee the ongoing development, evaluation and implementation of museum programs, tours, exhibits and other interpretive initiatives
- Create a programs plan to support exhibitions and event. Engage public audiences in a variety of ways including, but not limited to group tours, school programs, pre-school programming, and adult and family programs and events that appeal to a broad audience and connects with diverse communities at the local and regional levels

- Contribute to the advancement of the museum's strategic priorities, and innovate programs to align with the Museum's mission and vision
- Develop clear goals, expectations, and measures for programs that align with overall institutional goals
- Provide leadership, daily management and direction to programs department team on work-flow and priorities; this includes hiring, assigning responsibilities, evaluating performance, coaching, career development and training, mentoring and progressive discipline, as necessary
- Develop and maintain strategic partnerships and effective working relationships with community organizations
- Develop and manage budgets and strategically expand revenue generation by developing and implementing business plans and supporting other fund development initiatives
- Oversee marketing, communications related to programming
- Develop and negotiate and administer contracts and agreements related to programs development and implementation
- Develop departmental plans and policies and oversee their implementation
- Work with the Curatorial Department on the integration of exhibitions within the Programs Department
- Maintain and apply knowledge of current cultural sector trends, best practices, community needs
- Manage the Education Department summer student programs, including project development, recruiting, training, and implementation
- Manage the day-to-day programs department operations
- Collaborate with the Director of Development as needed for corporate support, individual giving campaigns and grant applications. or communications materials
- Attends and participates in conferences of a professional nature representing the Vancouver Maritime Museum.
- Applies for employment grants and ensures reporting is complete to related public agencies.

Knowledge, Skills & Abilities:

- Demonstrated success with museums and museum education practices, gallery teaching, volunteer management, and evaluation
- Committed to supporting and promoting an environment that welcomes people of all backgrounds, perspectives, and experiences
- Proven understanding of the principles of truth and reconciliation and demonstrated support for diversity, equity and inclusion initiatives
- Demonstrated experience in the development of innovative programming
- Understanding of the principles of museum interpretation with proven success in producing interpretive programs, exhibits and other initiatives
- Excellent people management skills with a proven ability to successfully lead a team

- Well-developed collaborative leadership and the ability to manage and grow a team's skills
- Demonstrated written and verbal communications skills including writing plans and reports, public speaking, facilitation
- Excellent decision-making, problem solving, analytical and conflict resolution skills.
- Experience in event planning and implementation
- Excellent interpersonal skills with a passion for collaborating with stakeholders.
- Strong understanding of visitor services role in museum operations
- Ability to balance multiple priorities and set priorities for concurrent projects
- Ability to work in a flexible environment and manage multiple deadlines
- Interest in Canadian and maritime history and related maritime activities
- Strong understanding of marketing principles and audience development
- Demonstrated experience with human resources practices including hiring, performance management, discipline, unionized environments and BC employment standards

Qualifications and Experience:

- Bachelors Degree (Bachelor of Arts, Museum Studies, or related area), Diploma in Cultural Resource Management or equivalent combination of training and experience
- Minimum 5 years experience in a museum or non-profit environment
- Development and implementation of departmental plans and operational policies
- Management of projects of significant scope and complexity
- Grant writing and reporting
- Truth and reconciliation training and diversity, equity and inclusion training is an asset

Remuneration

\$65,000 annual salary plus Extended Health Benefits, Dental, Saving Plan, Pension and Life Insurance

Post closes September 26, 2023