

PROGRAMS COORDINATOR JOB POSTING

Programs Coordinator-Education Vancouver Maritime Museum

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

We are looking to fill the permanent full-time position of Programs Coordinator for Education. This is an exciting opportunity for a creative and energetic individual who wants to make an impact in a dynamic non-profit environment.

The Programs Department develops and conducts school and public programs, as well as running summer camps and special events. This position will focus on our school programs. The successful candidate will work with and train volunteers, regularly go off site to outreach events, take bookings and schedule interpreters for school programs.

This is a Permanent Full-Time union position with benefits (extended health and dental care, pension, and employee savings plan), as laid out in the Collective Agreement between CUPE 15 and the Vancouver Maritime Museum Society. **The position is five days (35 hours) a week, with some evening work required. Pay Grade 24, Step 1 (\$29.87).**

As Programs Coordinator for Education, you will be playing a key role in the museum education department. You will be part of a great team of committed and passionate people and will be working in one of the most beautiful locations in Vancouver. This is an opportunity to have a significant impact on Vancouver's cultural landscape. As one of the City of Vancouver's core cultural institutions, we play a leading role in the implementation of the City's Culture Shift plan <https://vancouver.ca/parks-recreation-culture/culture-shift.aspx>

Examples of Work

- Evaluates programming resources and needs of the institution, the visitor and the community and plans and develops in person and virtual educational programs for school and public groups.
- Researches, develops, and evaluates themes and concepts for school and public programs.
- Updates all program materials as needed and ensures that all school programming material meets current curriculum.
- Assist in the delivery and interpretation of Education and Public Programs
- Performs administrative tasks such as preparing budget estimates and administering approved budget and grants.
- Assists the Director of Development on researching, preparing, and submitting new and pre-existing grants.
- Attends and participates in conferences of a professional nature representing the Vancouver Maritime Museum.
- Prepares materials for training and use by volunteers and program interpreters/assistants and coordinates training sessions and may conduct some training sessions.
- Schedules program interpreters/assistants and volunteers when needed.
- Establishes and maintains liaison and communication with other internal staff and community groups, museums and other contacts on matters related to the work performed.
- Collaborates with the Collections Department to create a programs plan to support exhibitions and events.
- Collaborates with the Marketing Department on the development and implementation of the Museum's marketing and communications plan to promote and enhance school/educational programs; provides information related to the creation of marketing and communications materials related to programs.
- Collaborates with the Operations Manager to schedule tech supervisors for virtual programming and oversees tech supervisors on program dates.
- Participates in recruitment and recommends selection of new subordinates; assigns work and evaluates performance of subordinates, volunteers, contract employees, and temporary assistants when required.

Interested applicants should submit a resume and cover letter to the email address below. Please write "Programs Coordinator Position" in the subject heading. No telephone calls please.

Nicola Clur, Managing Director
managing.director@vanmaritime.com.

Deadline: September 21, 2023