

Program Coordinator Posting (Permanent Position)

Summary

This is a full time salaried position working mainly Tuesday to Saturday from 9am to 5pm. This position reports directly to the Interpretation Curator.

School and Public Program Delivery (reporting to Interpretation Curator)

- Coordinate all aspects of school programs, tours and public programming delivery
- Assist with program development as requested by Interpretation Curator
- Schedule and book tours and school programs
- Schedule and train volunteer docents/tour guides for program delivery
- Deliver all school, public and family programs
- Prepare all program materials and maintain all required supplies
- Liaise with educators and other community groups to promote programming
- Accurately track and report program numbers and expenditures
- Social media posts and promo blurbs to be used for marketing developed for all programming
- Coordinate all program registrations (to be assisted by visitor services position)

Front Desk

- Provide front desk training to staff and volunteers
- Assist with Summer Student training and supervision at the front desk
- Handle customer inquiries, direct to appropriate staff as needed
- Front desk coverage as required
- Other duties as assigned by Interpretation Curator or Marketing/Rentals Coordinator

NECESSARY QUALIFICATIONS

Essential Skills:

- Positive team player with excellent communication, interpersonal skills and conflict resolution
- Proficient organizational and time management skills and strong multi-tasking abilities
- Proficiency with Word, Excel, Outlook, Access and database input
- Good business and mathematical skills, attention to detail and significant use of memory

Abilities:

- Ability to work under general direction
- Ability to process information accurately and within a deadline
- Aptitude for performing work requiring close attention to detail
- Ability to prioritize workload and to change priorities on short or little notice
- Good interpersonal skills at all levels

The Nanaimo Museum is a 50+ year organization housed in a state of the art facility within the Vancouver Island Conference Centre. We also manage the Nanaimo Bastion, one of the oldest buildings in BC. We are projecting over 60,000 visitors this year, with more than 5000 of these students from grades 1 to 12 including some preschoolers and university students. More information is available at www.nanaimomuseum.ca.

This position is vital to the success of the Museum and will be responsible for delivering a wide range of student, family and adult programming and activities to ensure rewarding, interactive and informative visitor experiences for local residents and tourists enjoying our museum. A friendly welcoming personality and an energetic approach to programming delivery are required. This position reports to the Interpretation Curator.

The Program Coordinator will schedule, implement, and evaluate a wide range of programs for children, families and adults including curriculum-based school programs. The position will assist the Interpretation Curator with program development. S/he will recruit and train volunteers as well as schedule, supervise and coordinate recognition for our volunteers. S/he will maintain statistical records, and assist with the development and distribution of promotional materials. The Program Coordinator also will be responsible for managing the Education Collection of artifacts and support facility operations. The incumbent will work effectively with students, teachers, representatives of community groups, as well as alongside museum volunteers and staff members. Other duties as required include front desk coverage.

Qualifications

A degree or college certificate (or part thereof) in education, history, museum studies or relevant discipline or equivalent experience in all aspects of program delivery in a museum or historic site setting and a demonstrated interest in local history and material culture are required. Excellent interpersonal skills, written and oral communication skills, experience recruiting, training and supervising volunteers, and a desire to help others pursue their cultural interests are required. The successful candidate will be familiar with cultural interpretation, program delivery and teaching methods; and have a demonstrated ability to track details and meet deadlines. Strong communication skills and valid B.C. Drivers License, with a safe driving history, are required. Completion of a criminal record check will be required.

Hours

This is a permanent full-time position of 35 hours per week. Regular work week is Tuesday to Saturday, 9 to 5; some flexibility required for other days and possible evenings. Starting salary is \$30,000 but is negotiable based on experience. Start date will be early to mid August 2017.

Applications are due by **4:00pm on Thursday, May 25**. We thank all applicants for their interest but only those selected for further consideration will be contacted. Qualified candidates should submit cover letter and resume to Aimee Greenaway, Interpretation Curator, Nanaimo Museum:

Email: aimee@nanaimomuseum.ca

Mail or in Person: 100 Museum Way Nanaimo, BC V9R 5J8