

Delta Museum and Archives Society

4918 Delta Street, Delta, BC V4K 2V2

(T) 604-946-9315 (F) 604-946-5791

www.deltamuseum.ca



EMPLOYMENT OPPORTUNITY

HERITAGE FAIR ASSISTANT (Temporary)

The **Delta Museum and Archives Society** is seeking a temporary, full time Heritage Fair Assistant to help plan and coordinate the Delta Regional Heritage Fair. This 15-week temporary position will run February 17th to May 30th 2015. The successful candidate will assist in all areas of event planning, including volunteer management and coordination of event activities.

Presented in Delta for the first time, the Delta Regional Heritage Fair is an exciting event where students research and present history project displays, and learn about Canadian history through interactive workshops and field trips.

This is an excellent opportunity for anyone wishing to work within a team environment of a community museum and archives' cultural setting. Information about the Delta Museum and Archives Society can be found on our website at www.deltamuseum.ca.

SUMMARY:

Reporting to the Education Coordinator, the Heritage Fair Assistant will be responsible for fully supporting the 2015 Heritage Fair activities through the following duties:

RESPONSIBILITIES:

- Promote the Heritage Fair program to teachers, school principals and the community
- Coordinate event volunteer activities, in conjunction with the Education Coordinator and administrative staff
- Plan and oversee drop-in activities for children and families
- Help to organize the Fair's field trips and workshops
- Coordinate thank-you event for Heritage Fair participants
- Update Delta Heritage Fair website, in conjunction with Museum Office Coordinator and Education Coordinator
- Various administrative duties, including processing student registration forms
- Actively involved with the day of the Fair and on-site activities

QUALIFICATIONS

- Minimum 2 years previous relevant work experience or education; with experience leading volunteers within a not-for-profit organization, or an equivalent combination of education, training and experience
- Experience with community event planning and public programming
- Experience working with children and the public
- Demonstrated customer service skills
- Experience working with and managing volunteers
- Excellent written and oral communication skills; public speaking experience preferred
- Good computer & technology skills; proficiency in MS Office and social media formats
- Valid BC drivers license with occasional access to a car

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HOURS: Tuesday to Saturday – 35 hours/week

RATE OF PAY: \$17.57 per hour, plus 4% vacation entitlement. No other benefits.

CONDITIONS:

- A Criminal Search Clearance
- Staff members work in accordance to DMAS policies and procedures and the DMAS/CUPE 454 Collective Agreement

HOW TO APPLY: Please email resume and covering letter to: Gabrielle Martin, Executive Director at gmartin@deltamuseum.ca by 12:00 noon, Thursday, February 5th 2015.

We thank all applicants for their interest, but only those selected for further consideration will be contacted.