

CHILLIWACK

MUSEUM & ARCHIVES



Education & Engagement Coordinator – Job Description 2015-05-26

Job Title:	Education & Engagement Coordinator
Hours of Work:	Standard Work Week Monday – Friday, 9:00am to 4:30pm Non-Standard Work Week & Hours as Required
Compensation:	Commensurate with qualifications & experience.
Start Date:	Summer 2015
# of Positions:	1, Regular, Full-time

The Chilliwack Museum & Historical Society is now accepting applications from dynamic and committed individuals interested to serve as our next Education & Engagement Coordinator. The Society has been an integral part of the Chilliwack community since 1957, cultivating historical knowledge and heritage conservation. The Society operates a Museum from the 1912 former City Hall, a National Historic Site of Canada in the heart of Chilliwack, and a modern Archives and artefact storage facility at Evergreen Hall. Our Education programs, both in the Museum and in area schools, inspire students with a deeper awareness of our past, and its relevance for today and the future. Engagement programs can connect people of all ages with Chilliwack's diverse stories and historical topics – kindling meaningful conversation and participation in our local community. All this activity positions the Museum and Archives as places of connection, learning, and fun!

1. Duties and Responsibilities

The Education & Engagement Coordinator is a professional team member of the Chilliwack Museum and Archives, and reports to the Executive Director. The Coordinator will be responsible for developing and managing all aspects of the organization's Education & Engagement Programs.

A. Education Programs

Over the past thirty years, the Museum and Archives has created and delivered a suite of educational programs to area schools, based upon a wide range of themes relevant to Chilliwack's history. These offerings have been geared primarily to Kindergarten – Grade Six students. It is envisioned that these programs will remain available and popular to teachers and students alike, with new programs for Middle and Secondary School audiences planned for future development.

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The Education and Engagement Coordinator will:

- i) Deliver, evaluate and enhance the content and delivery of existing programs;
- ii) Liaise with local educators, including S.D. #33, area schools, and teachers, to understand their requirements, and learning goals for students;
- iii) Develop new programs geared to school-age students, designed to meet BC Provincial learning outcomes, implementing them for maximized participation across S.D. #33 and beyond.
- iv) Recruit, train, and supervise any volunteers or additional staff providing service within the Chilliwack Museum & Archives Education Programs.

B. Engagement Programs

The Chilliwack Museum & Historical Society has undertaken a range of public programs over the years. Innovative opportunities are emerging to connect with the Chilliwack community in new ways.

The Education and Engagement Coordinator will:

- i) Engage Chilliwack residents and groups to understand the community's current and future interests in public Museum and Archives programs;
- ii) In collaboration with the Executive Director, develop and deliver a suite of public programs – using a strategic range of media platforms and formats – to foster greater awareness of Chilliwack's history, and its relevance for the present and future;
- iii) Recruit, train, and supervise any volunteers or additional staff providing service within the Chilliwack Museum & Archives Engagement Programs.

2. Qualifications, Knowledge and Skills required for this position include:

- University degree, preferably in history or education, with courses in history, anthropology, fine arts, museum or archival studies, or another related field;
- A strong interest in BC and local history, and a desire to communicate Chilliwack's diverse stories in an inspiring way, to all people of all ages;
- Educational experience in a school setting, including classroom instruction of children and youth, would be an asset;
- Excellent interpersonal and communication skills, preferably with some experience in teamwork and the information and service industries;
- Experience in audio / visual media production, social media, and entrepreneurship is desired;
- Previous experience in a museum environment would be an asset;
- Because of the physical nature of some of the work proposed, the candidate must be physically capable of lifting 35 lb. from floor to table height and 20 lb. from table to head height.

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Please apply via email to:

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Executive Director
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Chilliwack, BC V2P 1T3
Phone: (604) 795-5210
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www.chilliwackmuseum.ca

Closing date for applications: Monday June 22, 2015, 4:30pm, Pacific Time.

*****We appreciate all applications; however, only short-listed candidates will be contacted.**