

Scope of Duties

The North Vancouver Museum and Archives (NVMA) is accepting applications for the position of Education Programmer to cover a one-year maternity leave commencing in mid-November 2015. Reporting to the Assistant Director, the Education Programmer will join the NVMA at a turning point in its development – at a time when a new museum facility is being planned, and new programs are being introduced. The Education Programmer will undertake a variety of program-based duties aimed at the creation, delivery and promotion of programs for schools, youth, docents, community groups and the general public. The Programmer will work to ensure that all programs offer a high quality of community engagement and interaction. In addition to maintaining current programs, s/he will advise on and participate in the development of programs, including a Children’s Gallery, for the new facility.

Specific responsibilities include:

- Overseeing, presenting and developing curricula-based school programs;
- Introducing one (minimum) new school program for the NVMA;
- Planning, scheduling, and implementing programs and displays for community events;
- Overseeing seasonal costumed theatrical interpretation for shipyard and mountaineering sites;
- Maintaining strong volunteer docent and Youth Team programs through recruitment, training, and program planning;
- Supervising some casual staff and overseeing some administrative matters including statistical records, liability waivers/permission forms and technical equipment;
- Participating in the NVMA social media program and other promotions activities;
- Being responsible for special projects including managing the Education Collection of touchable materials; and
- Liaising with teachers and community group representatives, and working alongside NVMA staff.

The North Vancouver Museum and Archives operates from two heritage buildings: the Museum in Presentation House Arts Centre and the Community History Centre in Lynn Valley. Programs are also delivered at community events and in local schools.

Qualifications

Undergraduate degree in a relevant discipline and/or coursework in a relevant discipline, with additional coursework in theatrical interpretation, public history, volunteer management, and curricula development is desirable. Previous experience in a museum or historic site setting and a demonstrated interest in local history and material culture is an asset. Excellent interpersonal skills, academic record, written and oral communication skills (including use of Facebook, Twitter and Instagram), experience working with and supervising volunteers and staff, and a desire to help others pursue their cultural interests are required. The successful candidate will be familiar with interpretation, program delivery, teaching methods, social media, and will have a demonstrated ability to track details and meet deadlines. Strong computer skills and valid B.C. Driver’s License required. Position is open to Canadian citizens or permanent residents only. Completion of a satisfactory criminal record check and provision of a clean driver’s abstract is essential.

Work Period

This is a limited term full-time position of 35 hours per week for 12 months (applicants should be aware that a maternity leave may end earlier than planned; one month’s written notice will be provided).

Work Week

The regular work week for this position is Monday to Friday; occasional weekend work is also required.

Salary

Pay Grade 17. Starting salary between \$25.24-27.35 (2014 rates) depending upon experience. A range of benefits including the Municipal Pension Plan is available after completion of qualifying periods.

Application Process

The deadline for submitting applications is noon Tuesday, September 15, 2015. Please submit a covering letter and full curriculum vitae to Jan Manaton, Administrative Services Manager, North Vancouver Museum & Archives, 3203 Institute Road, North Vancouver, BC V7K 3E5; Fax 604.987.5688; email to nvmac@dnv.org. Please state your name and “Education Programmer” in the subject line.

*The North Vancouver Museum and Archives Commission is an equal opportunity employer.
We thank all applicants in advance; however, only those selected for an interview will be contacted.*