

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 19 - week temporary position will run from January 19th to May 28th 2016. The successful candidate will assist in all areas of event planning, including volunteer coordination and coordination of event activities.

The Delta Regional Heritage Fair held in Ladner, BC 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 2016 Heritage Fair activities through the following duties:

RESPONSIBILITIES:

- Help to promote the Heritage Fair program to teachers, school principals and the community
- Coordinate event volunteer activities, including scheduling, training and organizing activities, in conjunction with the DMAS education coordinator and administrative staff
- Plan and oversee drop-in activities for children and families, including liaising with community organizations
- Work with students to prepare short videos about their projects
- Help to organize the Fair's field trips and workshops
- Update Delta Heritage Fair website, in conjunction with Museum Office Coordinator and Education Coordinator
- Various administrative duties, including processing student registration forms and preparing planning committee meeting minutes
- Actively involved with the days of the Fair and on-site activities
- Coordinate thank-you event for Heritage Fair participants

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 coordinating volunteers
- Excellent written and oral communication skills; public speaking experience preferred

- Good computer & technology skills; proficiency in MS Office and social media applications; video editing experience preferred
- Valid BC drivers license with access to a car

HOURS: Tuesday to Saturday – 35 hours/week

RATE OF PAY: \$17.57 per hour; plus 4% vacation entitlement; and including paid statutory holidays that may fall within the contracted period. No entitlement to other benefits.

CONDITIONS:

- A Criminal Search Clearance
- A CUPE membership. Employees 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, January 14, 2016.

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