



Summer Programs & Collections Coordinator - Job Description

The Pitt Meadows Museum and Archives is seeking a student to work on summer programming as well as on projects in our Archives this summer season. Under the direction of the Museum's Curator, the student will be responsible for the planning and execution of the Museum's annual Heritage Thursdays for Children program as well as activities for Pitt Meadows Day, Canada Day and other events that may come up throughout the summer. The student will also assist with an inventory and digitization project in the Community Archives at the Museum

Responsibilities:

- Plan and deliver seven sessions of Heritage Thursdays for Children (theme this year is the "Heritage of Mythical and Imaginary Places").
- Assist with the planning and delivery of activities for Pitt Meadows Day, Canada Day and other special events both on and offsite of the Museum.
- Assist with recruitment and supervision of volunteers for events.
- Report at weekly staff meetings and prepare final report at end of programming season.
- Assist with Marketing for events including social media.
- Inventory supplies and equipment available for programs and develop list of supplies required.
- Be available on Canada Day stat.
- Assist Museum staff with an inventory of document boxes in Community Archives.
- Assist with the scanning of research files.
- Assist with visitor services at the two Museum sites and other related tasks.

Qualities:

- Enjoy working with the public especially with children.
- Understand the need to provide quality programs with enthusiasm.
- Organized, Problem solver, and Creative.
- Exceptional communicator, both written and oral.
- Multitasker who works well both independently and in a team.

Skills and Education:

- Must be a full time student returning to school full time in the fall.
- Experience working with the public and, in particular, children is required
- Experience working with volunteers is an asset
- Fluent in English, with strong written and oral communication skills
- Experience with social media is an asset
- Experience in a Museum/Archives setting is an asset
- Must meet requirement of the grant
- Must be able to pass a CRS
- Must be able to work weekends, Canada Day, and, perhaps, a few evening shifts

Hours: 5 days (35 hours) a week from Wednesday-Sunday. Work on Canada Day is required with alternate day off for the stat. Duration: up to 14 weeks employment starting late May and running through late August, 2016.

Compensation: \$14.00 per hour with 4% vacation pay. No other benefits or vacation time.

Please email resume and cover letter to Leslie Norman, Curator at pittmeadowsmuseum@telus.net May 1st, 2016. Only shortlisted candidates will be contacted. No phone calls please.

This position is made possible by a grant from Human Resources Development Canada. The successful candidate must meet the requirements of the Summer Employment for Students grant. If grant funding is not received this position will not exist.

The Pitt Meadows Museum and Archives operates out of two buildings, both located on Harris Road in Pitt Meadows, B. C. (located 50 kilometers east of Vancouver). The Museum is run by the Pitt Meadows Heritage and Museum Society, a non-profit and registered charity that was established in 1980. The main Museum site, the Old General Store, operates year round and the secondary site, the Hoffmann and Son Machine Shop, is open seasonally June through August. For more information visit our website at pittmeadowsmuseum.com or visit us on Facebook.