
Position Vacancy: Heritage Programmer

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DEPARTMENT:	Office of the CAO – Heritage Services	STATUS:	Auxiliary (Maternity Leave coverage 11-12 months)
NO. OF POSITIONS:	One	UNION:	CUPE Local 387
HOURS OF WORK:	35 hours per week (non-standard work hours)	SALARY:	\$27.74 to 32.65 per hour (2015 rates), plus 12% in lieu of benefits

The City of New Westminster is seeking a Heritage Programmer on a temporary basis to cover a maternity leave. This position supports the planning, development, scheduling, coordination and implementation of heritage programs for the New Westminster Museums and Archives. Reporting to the Manager of Museums and Heritage Services, the Heritage Programmer works in a community development context to develop and present public programs, school programs, courses, workshops and special events for the New Westminster Museums and Archives; including the Museum in the Anvil Centre, the Samson 5 Maritime Museum, Irving House and through outreach across the City. The work involves supervising program staff and volunteers; establishing and maintaining liaison with a variety of internal and external contacts; promoting and publicizing interest and participation in program activities; and assisting in the preparation and monitoring of program budgets.

REQUIREMENTS:

- Graduation from a community college in a specialized discipline relevant to community museum public programming, plus sound related heritage programming experience including some supervisory experience. An equivalent combination of education and experience acceptable to the employer may be considered.
- Considerable knowledge of the principles, practices and objectives of programming in museums and on heritage properties.
- Ability plan, develop, schedule, promote, coordinate, implement and evaluate heritage programs.
- Ability to present ideas and viewpoints effectively both orally and in writing.
- Sound knowledge of non-formal teaching methods and group leadership techniques.
- Ability to assist in hiring to orientate subordinate staff, to plan, assign, supervise, check and evaluate the work of same, and to recruit and train volunteers.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts and to promote public interest and participation in programs.
- Ability to prepare and monitor program budgets.
- Ability to cooperate with other staff members in planning, organizing and coordinating community wide events and programs.
- Ability to prepare and maintain records, reports and correspondence related to the work.
- Valid BC Class 5 Drivers' License.
- Ability to work non-standard hours as operationally required.
- Ability to pass and maintain a criminal and police record search.

Apply by sending your resume quoting **competition #16-142, by January 10, 2017** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to hr@newwestcity.ca.

We thank all applicants in advance; however, only those selected for an interview will be contacted.

*The City of New Westminster is committed to employment equity.
We welcome diversity and encourage applications from all qualified individuals.*