

richmond museum

JOB POSTING – PUBLIC PROGRAMS FACILITATOR

Part-Time - Approximately 40 hours per month. Schedule can be flexible to accommodate Public Programs Facilitator's schedule except during special event days listed below.

Wage: \$19.69 per hour plus 12% in lieu of benefits

The Richmond Museum aims to inspire curiosity about our community's history while exploring our place in the world. We are currently seeking a **Public Programs Facilitator** to join our team.

Responsibilities:

- Develop, coordinate and promote programs for the public at the Richmond Museum during these special events:
 - Doors Open Richmond, June 2-3, 2018
 - World Festival, September 1-2, 2018
 - Culture Days, September 29-30, 2018
 - Remembrance Day, date TBD
- Support programs at Minoru Chapel and London Heritage Farm
- Collaborate with local community and heritage groups

This professional individual will work in a collaborative environment under the supervision of the Educational Programs Coordinator. Considerable initiative as well as independence of judgment and action will be expected. Some work will take place outdoors but majority will be in a professional office.

Qualifications

- University/college degree, preferably with a background in museum studies, history or education, or have related experience in a museum, heritage site or a cultural setting
- Experience in developing, delivering and promoting public programs
- A background or demonstrated interest in Canadian history and heritage
- Excellent interpersonal, time management, communication and organizational skills
- Experience working both independently and in a team environment
- Driver's License for the Province of BC and access to a vehicle is an asset
- Ability to communicate in Mandarin or Cantonese is an asset
- Ability to successfully pass a police information check

E-mail cover letter and resume: museumed@richmond.ca

Deadline for submissions is March 18, 2018

** The Richmond Museum Society wishes to thank all applicants, however only short-listed applicants will be notified. No phone inquiries, please. The Richmond Museum Society is an equal opportunity employer.*