

## Job Posting – Program Coordinator

Seasonal Full-Time, 35 hours per week

Anticipated term: April 17<sup>th</sup> –September 30<sup>th</sup>

### Tasks and Responsibilities:

- The seasonal Program Coordinator reports to the Curator
- Coordinating school field trip bookings in May, June and September 2018
- Assisting with the compilation of resources (ie. Contact lists, pedagogical strategies, etc.)
- Greeting teachers and classes as they arrive
- Delivering programs to school groups in conjunction with program staff and acting as team leader
- Assisting with the development of new educational and public programs
- Compiling statistics and reporting after the conclusion of the annual field trip cycle (September 2018)
- In July and August, the Program Coordinator will join the team of Heritage Interpreters when needed, providing tours of the O'Keefe Mansion and possibly helping staff the historic General Store
- Helping develop and deliver programs to the public, including Yoga with Goats, and an adult-learning "maker's series"

### Orientation and Training:

The Program Coordinator will receive training from the outgoing Educational Coordinator; the Curator and the Events and Marketing Coordinator

- How the field trip program has been conducted in the past (we welcome new innovations)
- The history of O'Keefe Ranch, BC Ranching and how to deliver guided tours
- How to access our archive and artifact collections for independent research and inspiration

### Qualifications:

- Experience in developing or delivering education or public programs in arts, cultural, or educational settings
- Post-secondary degree in the field of history, public history, public programming, art history or education, etc. would be an asset
- Experience with social media and marketing would be an asset
- Must be innovative, creative, and passionate about sharing stories
- O'Keefe Ranch is an equal-opportunity employer

Submit cover letter and resume to [curator@okeeferanch.ca](mailto:curator@okeeferanch.ca) by April 10, 2018

We would like to thank all applicants who apply; however, only those shortlisted will be contacted.

Please, no phone calls

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