



## **COMMUNITY ENGAGEMENT COORDINATOR**

The Maple Ridge Museum & Community Archives is headquartered at 22520 116<sup>th</sup> Ave., Maple Ridge. This is our primary museum facility which also houses the community archives. Our second facility is Haney House Museum, located at 11612 224<sup>th</sup> Street in Maple Ridge.

The Community Engagement Coordinator is responsible for planning, developing, coordinating and implementing a wide variety of public programs, and activities.

You will recruit, train, direct and oversee the work of volunteers and collaborate with arts and culture community partner representatives on the development and delivery of special events, and celebrations as well as establish and maintain effective working relationships with individuals, organizations and groups with a special interest in assigned program areas; providing information to members of the public on program related matters.

The Community Engagement Coordinator reports to the Museum Curator and Executive Director.

### **Responsibilities:**

#### **MUSEUM SERVICES**

- Delivering educational programs to elementary, secondary and ESL students
- Conducting guided tours of the Maple Ridge Museum and Haney House Museum
- Assisting with the research and development of new education programs
- Creating supporting materials including; pre- and post-visit activities, vocabulary and program evaluations
- Assisting the Museum Curator with developing storylines for displays and activities within the museum, and community
- Supervisor to Social Media Manager

#### **ADMINISTRATION**

- Interviewing and recruiting volunteers and ensuring they are appropriately matched and trained for a position and that their training is updated as needed
- Researching and writing volunteer policies and procedures
- Co-coordinator for Music on the Wharf concert series (MRHS)
- Plan at least one event/activity per year to honour volunteer staff

**Qualifications:**

- Bachelor's Degrees in related discipline and/or relevant experience (degree in history, anthropology, education, museum studies preferred).
- Experience supervising paid staff and volunteers; experience working with a board of directors desirable.
- High level of computer literacy including database management, spreadsheets and word processing in a Microsoft Office environment.
- Demonstrated ability in public speaking, clear and effective written and oral communication, and effective group skills.
- Personal stability, maturity, optimism and a sense of humour.

**Salary:** \$22/hour, 3 days a week (Wednesday, Thursday, Friday), includes benefits after probation period

Please send **cover letter and resume in one document** to [mrmcurator@gmail.com](mailto:mrmcurator@gmail.com)

**DEADLINE:** April 15, 2018