



PUBLIC PROGRAMS PLANNER (temporary position) FOR THE NEW NORTH VANCOUVER MUSEUM (OPENING EARLY 2020)

The North Vancouver Museum & Archives (NVMA) is seeking a programming specialist to research contemporary approaches in public programming and to recommend an inaugural program plan for the new North Vancouver Museum opening in 2020, in Lower Lonsdale.

The Opportunity

- An experienced museum educator, reporting to the Assistant Director, will research contemporary program delivery models that support the NVMA's mission to strengthen our community by creating opportunities for residents and visitors to explore the past, present and future of North Vancouver and its people.
- The planner will develop a proposed schedule of public program offerings to meet the needs of various audience groups (e.g. tourists, youth and adults, families, seniors, and newcomers). NOTE : School and children's programming will be developed by other staff members.
- The scope and creativity offered by this position will be of interest to an enthusiastic and innovative educator, who loves connecting people with museums, history and their communities.
- This is a rare opportunity to develop new program models and to help shape the program offerings of a brand new Museum, in a high-profile location, that will be visited by local and regional residents, as well as tourists from around the world.

Responsibilities

- Assist in developing programs that address new goals and serve expanded audiences.
- Develop profiles of successful and relevant programming at other cultural facilities, and develop a resource file of program ideas suited to a variety of audiences and learning styles.
- Inventory community program spaces, event opportunities, and potential community partnerships.
- Facilitate partner and stakeholder workshops to explore public program ideas and opportunities.
- Develop a calendar of recommended programs for 2020, including suggested resource people and program presenters.
- Fully develop a limited number of selected programs which could include, for example, activity carts for family and event programs, museum theatre programs, and Indigenous youth programs.

Qualifications

- A track record of facilitating arts programs, workshops and outreach events;

- An innovative approach to arts programming from development to evaluation, for all ages and levels of experience;
- An understanding of what makes Museums relevant in the contemporary world;
- Ability to think critically about contemporary culture and bring issues to the public's attention through dialogue and debate;
- Thorough knowledge of informal teaching methods and group leadership techniques;
- A natural ability to collaborate with other staff members in planning, organizing and coordinating community-wide events and programs;
- Completion of course of studies in Museum Studies, Museum Education and related field of studies (such as History, Human Geography, Anthropology);
- An ability to communicate effectively both orally and in writing;
- Ability to prepare and maintain records, reports and correspondence related to the work;
- Knowledge of Microsoft Office (Word, Excel, Outlook).

The New North Vancouver Museum

- The centrally located new Museum will have 16,000sq.ft. of public space for interactive exhibits, public gatherings, educational programs, and community events.
- The NVMA envisions a dynamic and innovative site that is a community focal point and is forward-looking. Programs will be delivered there and in the community.
- Working in close collaboration with its new neighbours, the Museum will be a catalyst and anchor for a vibrant Lower Lonsdale – attracting repeat visitors both local and tourists.

The Position

- Term: Nine months (October 2018 through June 2019) with an opportunity to extend the term dependent on availability of funding
- Hours: 28 hours weekly

Salary and Benefits:

- PG 17-5 \$31.69/hr (2018 rates) plus 12% in lieu of statutory holidays, vacation pay and benefits.

Application information

- Please apply no later than September 15, 2018
- Include a résumé and cover letter stating your interest in and qualifications for this term position.
- Applications should be submitted to: nvmac@dnv.org with the words "Public Programs Planner" and your full name in the subject line.

North Vancouver Museum & Archives Commission

Office: 3203 Institute Road, North Vancouver, BC V7K 3E5

Online: www.nvma.ca Telephone: 604.9903700

E-mail: nvmac@dnv.org

The North Vancouver Museum & Archives Commission is an equal opportunity employer. We thank all applicants for their interest in the position. We thank all applicants for their interest; however, only those selected for interview will be contacted.