

# Career Opportunity



**Position: Museum Educator (Permanent, Full-Time)**

**Closing Date: April 15, 2019**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Museum Educator (Permanent, Full-Time)

**Job ID** 1513 (External)

**Pay Class** Salary

**Days of Work** Tuesday to Saturday

**Hours of Work** 8:30 am to 4:30 pm

**Position Overview** Performs skilled, educational, and programming work of a relatively complex nature under the limited supervision of the Museum Supervisor. Work involves planning, designing, directing, promoting, and implementing all museum education programs, including special events and activities for all ages. The work also involves requisitioning program supplies and resource material; maintaining records and the museum's web page; preparing reports, brochures, and ads; and acting in a consultative capacity with public agencies, educators, and recreational groups. The incumbent works closely with the Museum Curator to design programs in conjunction with permanent and changing exhibits and displays and liaises with school teachers and principals; retired teachers and principals; community organizations, including all ages; and heritage groups. The incumbent is responsible for designing all programs and for delivering those programs to the public, as well as hiring and evaluating contract instructors to teach those programs. The job involves inside work with exposure to dust and moulds from exhibits and artifacts and the possibility of minor injuries when working with exhibits and museum patrons. The incumbent is responsible for prompt and accurate attention to detail in the provision of service and information when educating the public on the museum exhibits, as errors are difficult to identify and could cause a loss of service. Internal and external relationships are of a non-routine nature and require tact and diplomacy when dealing with other educators, agencies, and the general public and when educating groups of all ages. Ordinary care would prevent minor injury to others.

**Responsibilities** 1. Develops, organizes, monitors, and delivers a diverse range of museum education programs, lectures, presentations, tours, and special events such as exhibit openings, outreach programming, and membership initiatives with some direction from, and in consultation with, the Museum Supervisor and Museum Curator.

2. Liaises with the Museum Curator to design and develop programs for permanent and temporary exhibits, ensuring that exhibits are immersive and interactive, using digital and collections-based interpretation.
3. Works extensively with museum collections in collections management and creates and maintains the Education Collection and Children's Museum materials.
4. Builds partnerships with community special interest groups, School District No. 73 staff, agencies, local and national cultural institutions, and the general public regarding community programs and museum outreach opportunities.
5. Organizes and conducts educational clinics and workshops.
6. Plans, develops, coordinates, and delivers a wide range of Kamloops Museum & Archives (KMA) advertising campaigns, activities, projects, and events through various mediums, including print materials, newspaper, Internet, website, social media, radio, and television.
7. Collaborates with internal and external stakeholders to ensure strategic goals, advertising, and marketing campaigns are in accordance with established guidelines, standards, and timelines.
8. Conducts historical research to develop educational programs.
9. Prepares reports, as required, on programs, special events, facility usage, and upcoming events and plans.
10. Circulates on all museum floors regularly, interacting with visitors, groups, and members of the public.
11. Provides regular break coverage and full-day coverage as needed for the Museum Clerk position.
12. Opens and closes the museum on Saturdays.
13. Conducts presentations to museum patrons and community groups.
14. Develops, promotes, and maintains the KMA's volunteer and membership program, and recruits, coordinates, supervises, and oversees the evaluation of program instructors and volunteers who participate in the KMA programs.
15. Works with volunteers and volunteer organizations to develop programs.
16. Performs related duties as required.

**Requirements** REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE:

1. Considerable knowledge in the research, development, organization, and coordination of educational programs.
2. Considerable knowledge of educational learning principles, with a strong knowledge of required BC learning outcomes in a variety of subjects from kindergarten to grade 12.
3. Considerable knowledge of contemporary culture and artistic and exhibition practices in a variety of subjects.

4. Ability to work closely with the Museum Curator to support and develop interpretive educational content based on temporary and permanent exhibits.
5. Ability to give presentations utilizing a wide variety of formats and to a wide variety of audiences.
6. Ability to design and conduct a variety of tours, educational programs, and craft workshops for children and adults using diverse and creative teaching methods, techniques, and tools.
7. Ability to communicate effectively with children and adult groups and orally and in writing for media and publications.
8. Ability to exercise tact and diplomacy and work co-operatively with co-workers, agencies, and the general public and when representing the department or City.
9. Knowledge of administrative detail and report writing.
10. Knowledge of computer programs, including PowerPoint and Internet programs, and experience using social media for promotional activities.
11. Knowledge of educational and museological materials and resources.
12. Ability to work co-operatively with other museum staff.

**PREFERRED TRAINING, EXPERIENCE, MEMBERSHIPS, ETC.:**

1. Three years' experience in a museum or gallery setting.
2. Previous experience in public speaking.
3. Previous marketing experience.

**REQUIRED EXPERIENCE, LICENCES, CERTIFICATES, ETC.:**

1. Completion of a Master's Degree in Museum Studies or Museum Education.
2. Minimum one year's previous experience in museum education program development and curatorial experience.
3. Valid BC Driver's Licence - Class 5.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Community and Protective Services

**Position Type** Permanent full-time

**Reports To** Museum Supervisor

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** CUPE Salary

**Hourly Wage** \$33.43

**Closing Date** 4/15/2019

**Compensation & Benefits Overview** Comprehensive benefits package available.

Please note that persons with disabilities who require assistance with the application process may contact the Human Resources Department at (250) 828-3439.

To apply for this position, please visit our website at <https://www.kamloops.ca/city-hall/career-opportunities>.