



**PoCo Heritage Museum and Archives**  
**Operated by The Port Coquitlam Heritage and Cultural Society**

**Position: Events and Programming Coordinator**

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives, and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

Reporting to the Board of Directors through the Manager and Curator, the Events and Programming Coordinator is responsible for the development and delivery of the PoCo Heritage Museum and Archives community events and educational programming for children and adults.

**Responsibilities:**

- Assist with the development and delivery of educational programs for children and adults
- Assist with the organizing and delivery of community events
- Conduct educational tours for school groups
- Lead education program training for volunteers
- Provide reports related to events and programs
- Assist with events and program promotion in print and through social media
- Assist with visitor and customer services
- Other related museum tasks as needed

**Qualifications:**

- A BA degree, in education, museum or archive studies, history, or related subjects preferred
- Minimum one year volunteer or professional experience in similar position
- Satisfactory police information check prior to hiring

**Desirable Skills:**

- Passionate about delivering quality community events and programming
- Excellent English oral and written communication, and interpersonal skills
- Strong critical thinking and time-management skills
- Highly self-motivated, and able to work well independently
- Able to work in a multi-task, collaborative, team-based environment
- Experience working with volunteers and children
- Computer literacy (Gmail and G Suite and Microsoft Office Suite necessary, and InDesign, Illustrator and/or Photoshop highly preferred)
- Familiarity with the BC Ministry of Education curriculum highly preferred
- Foodsafe certification highly preferred



**Details:**

- The position is a full time, 6 month position, approximately October - March
- The hours are 32.5 hours per week, mainly Tuesday to Saturday with flex hours in order to accommodate special events and evening programming
- Remuneration is \$18.00 per hour plus 4% in lieu of vacation pay
- The museum is closed for the Christmas holidays

Please submit a cover letter and resume to:

Kelly Brown, Manager and Curator

info@pocoheritage.org by midnight on Monday, September 9, 2019

Subject: Job Posting – Events and Programming Coordinator

We thank all applicants for their interest; however, only those selected for an interview will be contacted.