



MUSEUM COMMUNITY ENGAGEMENT COORDINATOR

Parks, Recreation and Cultural Services

BVM – PROGRAM SERVICES

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of Tuesday, February 18, 2020 and must be received by 4:45 PM on **Thursday, February 27, 2020** quoting:

Competition No: 2020-035

This is administrative cultural and supervisory work with responsibility for direction of the planning, development, coordination, implementation and evaluation of programs, workshops and/or special events at the Burnaby Village Museum (BVM). An incumbent is responsible for supervising directly and through subordinates the work of staff engaged in museum programming, interpretive and instructional work; establishes and maintains effective working relationships with a wide variety of internal and external contacts; participates in preparing the section budget; in collaboration with staff, develops partnerships and broad program themes, improves visitor experience, and updates the BVM interpretive plan. Prepares a variety of related reports, records, correspondence, and grant applications; recommends new and/or revised policies and procedures and implements same upon approval. Performs related work as required.

Qualifications include university graduation in a discipline appropriate to museum work, preferably some post graduate training in a related field, sound related experience and some supervisory experience; or equivalent combination of education, training and experience. Considerable knowledge of the principles, methods, procedures and objectives involved in the planning, direction, development, implementation and evaluation of museum programs, workshops and special events. Considerable knowledge of the goals and objectives of the Burnaby Village Museum; the interests, needs and functions of a wide variety of cultural and community groups and agencies; and of administrative methods and procedures. Sound knowledge of the methods, practices and procedures involved in preparing and monitoring the section's budget. Working knowledge of curatorial methods and practices. Ability to identify cultural needs and interests of the community served, to identify, plan, and oversee the development and implementation of programs to meet identified needs and interests; to establish and maintain effective working relationships with a variety of internal and external contacts; to plan, assign, supervise and review the work of subordinate staff and to independently hire and evaluate the work performance of immediate subordinates; to prepare and maintain the BVM programs budget and a variety of records and reports; to conduct research, write grant applications, and prepare reports and related informational material; and to use common software applications. Driver's Licence for the Province of British Columbia is required.

SALARY: \$5,547 – 5,778 – 6,020 – 6,284 – 6,550/month (Pay Grade 24) (2019 Rates)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly
SPECIAL NOTES: Subject to Note 'T' of Schedule 'B' of the CUPE 23 Inside Division Collective Agreement

Applicants under consideration will be required to consent to a Criminal Record Search.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

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

Reference: 50002482

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2