

PROGRAMS COORDINATOR JOB POSTING

The Vancouver Maritime Museum (VMM) is seeking a qualified, experienced, and hard-working individual excited to lead and grow a thriving programs department for the position of Programs Coordinator.

The Programs Department of the VMM develops and conducts school and public programs, as well as running special events. Staff also works with and trains volunteers, and regularly goes off sites to outreach events.

Please see below detail requirements for the position:

1. Nature and Scope of Work

This is educational work in a museum involving researching, developing, implementing, evaluating and administering educational programs for school and public groups. The work of this class also includes coordinating the training of volunteers and the performance of a variety of administrative and professional duties. Duties are performed under considerable independence of action and judgement is exercised in all aspects of the work. Matters of policy are referred to the Executive Director who evaluates work performance in terms of the accomplishment of desired objectives.

2. Illustrative Examples of Work

Evaluates programming resources and needs of the institution, the visitor and the community and plans educational programs for school and public groups.

Researches, develops and evaluates themes and concepts for school and public programs.

Performs administrative tasks such as preparing budget estimates and administering approved budget and grants.

Attends and participates in conferences of a professional nature representing the Vancouver Maritime Museum.

Prepares materials for training and use by volunteers, coordinates training sessions and may conduct some training sessions.

Establishes and maintains liaison and communication with other internal staff and community groups, museums and other contacts on matters related to the work performed.

Collaborates with the Collections Department to create a programs plan to support exhibitions and events and provide advice in the area of educational policy and trends.

Researches, prepares and writes educational and interpretive materials to accompany major temporary and travelling exhibitions.

Collaborates with the Marketing Department on the development and implementation of the Museum's marketing and communications plan to promote and enhance school and public programs; provides information related to the creation of marketing and communications materials related to school and public programs.

Participates in recruitment and recommends selection of new subordinates; assigns work and evaluates performance of subordinates, volunteers, contract employees, and temporary assistants when required.

3. Required Knowledges, Abilities and Skills

Considerable knowledge of natural history and human history particularly as it relates to the the maritime past and present of the Canadian Westcoast and of British Columbia.

Considerable knowledge of the educational objectives and policy of the museum, and of the current principles and philosophies of museum educational programs.

Basic knowledge about information technology is required, more advanced knowledge is a bonus.

Ability to research, develop, coordinate, implement and evaluate a variety of educational programs based on the needs and interests of the group served.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts and to deal courteously and effectively with the public and user groups.

Ability to perform administrative tasks.

Ability to coordinate and evaluate the work of staff, volunteers, contract employees and temporary assistants.

Ability to prepare and administer an operating budget, as required.

4. Desirable Training and Experience

University graduation in a discipline related to education or museum studies plus considerable experience in museum program work and supervisory experience.

Three or more years of experience in leading an active and growing educational and programs department in a museum setting.

Mastering a second language such as French and/or another language in addition to English is a bonus.

5. Required Licenses, Certificates and Registrations

Driver's License for the Province of British Columbia.

This is a unionized position with CUPE 15 at Pay Grade 23.