



## MUSEUM EDUCATION PROGRAMMER

### *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!*

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Community



Integrity



Respect



Innovation



Passion

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Applications are invited for the following position as of December 2, 2020 and must be received by 4:45 PM on **Friday, December 11, 2020** quoting:

#### **Competition No: 2020-185**

This is educational programming and supervisory work entailing responsibility for the development and implementation of public and school programs at the Burnaby Village Museum (BVM). Considerable independence of judgement and action is exercised in performance of assigned duties within established guidelines. Plans, assigns, schedules, supervises and reviews the work of auxiliary subordinates engaged in program leadership tasks; recruits, trains and evaluates staff and contract instructors, and prepares contracts for same; verifies accuracy and correctness of invoices submitted by instructors and authorizes payment. Establishes and maintains effective working relationships with a variety of internal and external contacts including community groups, the public and school staff; promotes interest and participation in programs and prepares content for marketing materials for same. Assists a supervisor in preparation of preliminary operating budget estimates; controls applicable program budget, monitors expenditures and takes corrective action to avoid cost overruns; approves requisitions for materials and supplies. Performs related work as required.

Qualifications include a University degree in Museology, History, First Nations, Education or related discipline plus sound related experience preferably including some supervisory experience or an equivalent combination of education, training and experience. Considerable knowledge of the principles, resources, practices, goals and objectives involved in the development and implementation museum educational programs. Ability to establish and maintain effective working relationships with a variety of internal and external contacts, work with diverse communities and learning styles, promote interest and participation in programs and prepare content for marketing materials. Ability to participate in site supervision and operational activities. Ability to assist a supervisor in preparation of preliminary operating budget estimates, control program budgets, monitor expenditures, take corrective action to avoid cost overruns and approve requisitions for materials and supplies. Driver's Licence for the Province of British Columbia is required.

**SALARY:** \$4,809 – 5,007 – 5,215 – 5,430 – 5,658 /month (Pay Grade 20) (2020 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: 50002483*

Apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers)

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