

PROGRAMS COORDINATOR JOB POSTING

Programs Coordinator Vancouver Maritime Museum

About Us:

The Vancouver Maritime Museum is dedicated to inspiring people with the stories of the Pacific and Arctic waters and the ways in which they shape human lives. Through our programs and exhibits, we cultivate views of maritime history informed by diverse perspectives, partners, and voices. We are one of the major maritime museums on the west coast of North America and one of Vancouver's flagship cultural institutions.

We seek to:

- Create **powerful experiences** that are **accessible and inclusive**
- Address **racism, and colonialism** in our work
- Make learning fun by approaching all we do with a sense of **play, interactivity, curiosity, and joy**
- Work **collaboratively** in all we do
- Ensure **respectful treatment** of belongings and stories
- Advance research through **public access** to archives and collections

We are looking to fill the permanent full-time position of Programs Coordinator. This is an exciting opportunity for a creative and energetic individual who wants to make an impact in a dynamic non-profit environment.

The Programs Department develops and conducts school and public programs, as well as running summer camps and special events. Staff also work with and train volunteers, and regularly go off site to outreach events.

This is a Permanent Full-Time union position with benefits (extended health and dental care, pension, and employee savings plan), as laid out in the Collective Agreement between CUPE 15 and the Vancouver Maritime Museum Society. **The position is five days (35 hours) a week, with some evening work required. Pay Grade 24, Step 1 (\$28.03).**

As Programs Coordinator, you will be playing a key role as the head of the museum education department. You will be part of a great team of committed and passionate people and will be working in one of the most beautiful locations in Vancouver. This is an opportunity to have a significant impact on Vancouver's cultural landscape. As one of the City of Vancouver's core cultural institutions, we play a leading role in the implementation of the City's Culture Shift plan <https://vancouver.ca/parks-recreation-culture/culture-shift.aspx>

Examples of Work

- Evaluates programming resources and needs of the institution, the visitor and the community and plans and develops in person and virtual educational programs for school and public groups. Researches, develops, and evaluates themes and concepts for school and public programs.
- Coordinates and plans year-round events and workshops for the public (holiday and day of note events, anniversaries, festival related programs, outreach)

- Updates all program materials as needed (school and public programs, tours, birthday parties, workshops etc) and ensures that all school programming material meets current curriculum.
- Conducts educational and public programming as required.
- Performs administrative tasks such as preparing budget estimates and administering approved budget and grants.
- Collaborates with the Director of Development on researching, preparing, and submitting new and pre-existing grants.
- Attends and participates in conferences of a professional nature representing the Vancouver Maritime Museum.
- Prepares materials for training and use by volunteers and program interpreters/assistants and 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.
- Advises the Marketing Department with managing the museum's booking system as it relates to programs and events.
- Collaborates with the Operations Manager to schedule tech supervisors for virtual programming and oversees tech supervisors on program dates.
- Provides tech support on the museum's booking system.
- Participates in recruitment and recommends selection of new subordinates; assigns work and evaluates performance of staff, volunteers, contract employees, and temporary assistants when required.

Interested applicants should submit a resume and cover letter to the email address below. Please write "Programs Coordinator Position" in the subject heading. No telephone calls please.

Nicola Clur, Managing Director
managing.director@vanmaritime.com.

Deadline: April 5, 2023