



Tumbler Ridge Museum Foundation: Position Posting

Position Name: Programmes Coordinator

Posting Date: April 12, 2021

Closing Date: April 30, 2021

Job Status: Full Time (40 hours/week)

Successful applicants will be required to reside in Tumbler Ridge

Remuneration: \$18 - \$22/hour based on experience, benefits negotiable

Job Description:

The TRMF is currently seeking a dynamic and dedicated individual to join our museum team in the position of Programmes Coordinator. Reporting directly to the Executive Director, the Programmes Coordinator will be responsible for the development and delivery of curriculum and STEAM based education programmes, public programmes, and events for diverse audiences on the subjects of palaeontology, biodiversity, and the human heritage and history of Tumbler Ridge and the Peace Region. Weekend work and some evenings are a requirement for this position, as is travel and program delivery in municipalities throughout the Peace River Regional District.

Responsibilities:

- Implement a variety of learning strategies to engage diverse audiences in museum-related programming.
- Planning, coordinating, and delivering school and public programmes – general, STEAM, curriculum based, outreach, children/youth, adult/senior, special events, tours, both on and off-site.
- Develop outcomes and performance measures for all programme's activities.
- Regularly evaluate programmes performance to ensure goals and objectives are being achieved.
- Be comfortable in speaking to small and large groups of people of all ages.
- Maintain records and provide statistical data and reports as required.
- Assist in the development and distribution of marketing materials as related to programming.
- Maintain regular contact with programmes stakeholders, both internal and external, for the purposes of collaboration and promotion.
- Manage program bookings and coordination of volunteers.
- Ensure timely invoicing and payment processing.
- Ensure privacy requirements are maintained at the highest level.
- Monitor and manage summer student tour guides.
- Monitor and maintain museum plots in the neighbouring Community Garden.
- Assist in maintaining tidiness and in cleaning activities of all public and non-public spaces.

- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with visitor services and other museum-related duties as assigned by the Executive Director.

Qualifications:

- A Bachelor’s Degree in Education, Earth-Sciences, History, Museum Studies, or another related field.
- Valid driver’s license and clean abstract, class four license considered an asset.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment.

Professional Experience:

- A minimum of two (2) years’ experience in program development and delivery, museum experience considered an asset.
- Experience in working with children aged 6 – 13 required, experience in early childhood education considered an asset.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Proficient use of Microsoft Office products including Outlook, Word, and Excel
- Experience working in a wilderness setting.
- Proven supervisory and leadership experience.
- CPR-C and First Aid is an asset.

Personal Traits:

- Natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regards to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels, and explain concepts to a variety of audiences.
- Ability to work in a team environment with little direct supervision.
- Demonstrated community involvement.

Please send your resume and cover letter to manager@trmf.ca with the title “TRMF – Programmes Coordinator”.

We appreciate all applications; however, only short-listed candidates will be contacted.