

Position Description

Museum Coordinator



JOB SUMMARY

Reporting to the Corporate Officer, subject to change, the Museum Coordinator is responsible for daily operations of the Vanderhoof Museum & Visitor Centre. This exciting position involves developing work plans for museum staff; researching and developing creative, engaging interpretive tours and educational opportunities for visitors; overseeing the Visitor Centre giftshop and social media channels; managing historic preservation initiatives; and event planning. The estimated work period is May 17 to September 3, 2021. This position is subject to funding.

SKILLS

- Ability to work independently and exercise independence in judgement
- Ability to interact effectively with staff, community organizations, and the general public
- Ability to creatively engage visitors through various mediums
- Ability to navigate and creatively engage travelers on popular social media platforms
- Excellent oral and written communication skills and organizational skills

DUTIES

- Research and develop comprehensive tour information guidebook; train Heritage Interpreters to perform guided tours of museum; provide workplans for museum staff; assist in staff scheduling
- Manage the research, development, testing, and implementation of age-appropriate heritage programs & displays for visitors and visiting school groups
- Develop operations and training manuals, and reports for management
- Publicize the Visitor Centre's services and implement marketing strategies to raise the profile of the museum site; produce guides and other marketing literature
- Gather information and work with local businesses and visitor attractions
- Manage Visitor Centre statistics reporting, social media channels, and email accounts
- Manage gift shop and tourism materials inventory
- Plan and implement museum events; assist at other District events as required
- Prepare weekly cash reconciliation reports for management
- Identify and address general groundskeeping needs; perform light maintenance and cleaning in the museum buildings and grounds

QUALIFICATIONS

- Experience working in a museum setting; experience with the theory and principles of museum interpretation and curation; experience working in tourism, information, or customer service
- Knowledge of Vanderhoof history, tourist attractions, and facilities
- Must be a full-time student registered in the semesters immediately preceding and following employment

APPLICATION

Applications must be submitted by **May 7, 2021 at 4:30pm** Please visit the District of Vanderhoof's Career Portal at www.vanderhoof.ca to apply for this position. Please note that all candidates must apply via the Career Portal; *we do not accept resumes via email or hard copy*. The following documents must be included:

- Completed application form (found on vanderhoof.ca)
- Resume
- Criminal Record Check
- Driver's Abstract

Applications missing any of the above-listed documents will not be considered.