



## CRANBROOK HISTORY CENTRE

<b>Job Title:</b> Programming Coordinator
<b>Compensation:</b> \$18 - \$20 hr., comprehensive benefits package after successful completion of probationary period.
<b>Hours of work:</b> Full-time, permanent position, 40 hours week. Requires flexible evening, weekend and holiday availability.
<b>Reporting to:</b> Chief Curator
<b>Responsible for:</b> Historical Interpreters and Museum Educator

### Cranbrook History Centre

The Cranbrook History Centre is a landmark site located in Cranbrook BC. We preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a repository for the history of Cranbrook and the East Kootenay region for all to explore and discover. We would like to acknowledge that the Cranbrook History Centre is located on the traditional Ktunaxa homeland and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation.

The museum relies on motivated and detail-oriented individuals who enjoy interacting with all visitors to achieve the museum's mission. Our small team values a supportive and collaborative work culture that is respectful, challenging and promotes diversity.

### Position Summary

The Cranbrook History Centre is currently seeking a dynamic and dedicated individual to join our museum team in the position of Programming Coordinator. Reporting directly to the Chief Curator, the Programming Coordinator will be responsible for the development and delivery of the Historic Railcar Tour Program, curriculum-based education programmes, public programs and activities for diverse audiences on the subjects of paleontology, natural history, and the human heritage and history of Cranbrook and the East Kootenays.

The ideal candidate will be a leader, creative thinker, well organized, and enthusiastic about reducing barriers to participation for the museum's current audience while seeking innovative ways to reach out to and engage new audiences. Experience in museum education, knowledge of current BC curriculum, background in history, and public speaking an asset. Must be comfortable working with all types of learners, and audiences. As a position of leadership, it is also the responsibility of the Programming Coordinator to act as a role model for summer students and set an example of positive behaviour and respect for ideas.

The Programming Coordinator is one of four positions which form the core team who oversee the functions of museum practice and operations at the Cranbrook History Centre. As such, this position assists in the development and monitoring of multi-year strategic plans, annual business plans and budgets in collaboration with the core team. The Programming Coordinator also works collaboratively with members of the Programming Committee to develop multi-year programming plans.

### Responsibilities

- Implement a variety of learning strategies to engage diverse audiences at a meaningful level.
- Responsible for delivering the Centre's central Historic Railcar Tours Program.

- Plan, coordinate and deliver school and public programmes – general, curriculum-based, outreach, children/youth, adult/senior, special events, tours, both on and off-site.
- Develop outcomes and performance evaluations for all programming activities. Regularly evaluate program performance to ensure goals and objectives are being achieved.
- Maintain records and provide statistical data and reports as required.
- Develop marketing materials and public communication strategies as related to programming.
- Manage program bookings and coordination with visitor services to ensure timely invoicing and payment processing.
- Coordinate programming volunteers.
- Ensure privacy and safety requirements are maintained at the highest level.
- Recruit, hire and manages seasonal and part-time staff to deliver programming. This includes writing and managing Young Canada Works and Canada Summer Jobs applications.
- Keep public and private spaces clean and sanitized; including foyer, exhibits, washrooms and museum grounds.
- Assist with visitor services and other museum-related duties as assigned by the Business Manager.

### **Qualifications**

- A Bachelor's Degree in Education, Indigenous Studies, History, Museum Studies, or another related field AND/OR a combination of education and experience in developing and managing public programming.
- An understanding of Indigenous relations in this region; additionally, familiarity with the Truth and Reconciliation Commission and the relevant Calls to Action for Museums is an asset. This knowledge can be through lived or worked experience, or education (or both).
- Valid driver's license and clean abstract.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment.
- First Aid Level 1 certification required.

### **Professional Experience**

- A minimum of two (2) years experience in program development and delivery, ideally in a non-profit/museum setting.
- Experience working with children. Experience in early childhood education considered an asset.
- Excellent interpersonal and organizational skills.
- Proficient use of WordPress and Microsoft Office products including Outlook, Word, and Excel.
- Proven supervisory and leadership experience.
- Experience with grant writing, management, and reporting.
- Experience with volunteer management software, booking software, and social media is considered an asset.
- Experience in setting up and leading virtual programming, including camera work, lighting/sound and video editing is considered an asset.

### **Personal Traits**

- Excellent interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels, with multiple stakeholders (e.g. City of Cranbrook staff, tourism and business organizations, artists, historians, knowledge keepers, community members, the BC museum sector) and the general public.

- Ability to interact with people from a variety of backgrounds and educational levels and explain concepts to a variety of audiences.
- Proven reliability.
- Ability to work in a team environment with little direct supervision.
- Demonstrated community involvement.
- Must be able to: lift 50 LBS, stand for extended periods, work an active 8 hour shift, and work outside to present programs.

Cranbrook is a town with a diverse and international community. The Cranbrook History Centre strives to reflect this in our work and our team. We encourage applicants who identify as LGBTQ+, Person with Disabilities, Indigenous, and visible minorities to apply.

Please note that due to the nature of the railcar tours, candidates with certain physical disabilities may be unable to perform required tasks.

### **How to Apply**

In the spirit of reconciliation, we are committed to increasing Indigenous representation throughout the institution and encourage applicants to self-identify as First Nation, Metis or Inuit within cover letters and/or resume.

Please send your resume and cover letter to [office@cranbrookhistorycentre.com](mailto:office@cranbrookhistorycentre.com) by **4pm on October 1, 2021**. Subject line: first name, last name, job title. Ex: Jane Doe, Programming Coordinator. We appreciate all applications; however, only short-listed candidates will be contacted.