



Job Title: Programming Coordinator

Reports to: Chief Curator

Compensation: \$22.00hr, Health Benefits Package and 6% holiday pay.

Hours of work: Full-time, 6-month contract position, 40 hours week with the possibility of the position becoming permanent. Requires some flexible evening, weekend and holiday availability.

About the 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, ancestral and present 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 and creativity.

Position Summary

The Programming Coordinator position is ideal for a dynamic and dedicated individual who is passionate about sharing stories and building relationships. Reporting to the Chief Curator, the Coordinator will be responsible for researching, developing, promoting and delivering school programming and life-long learning programs at the Cranbrook History Centre as well as offsite locations in the community.

The ideal candidate will be a leader, highly organized, detail oriented, 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. 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. 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.

Position Duties and Responsibilities

- Implement a variety of learning strategies to engage diverse audiences at a meaningful level.
- Responsible for managing 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 performance evaluations for all programming activities. Regularly evaluate and report on program performance to ensure goals and objectives are being achieved.
- 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.
- Recruit, hire and manage volunteers, and 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 as needed.
- Assist with visitor services and other museum-related duties as assigned by the Business Manager.

Qualifications

Knowledge and Certifications

- Post-secondary diploma or degree in a relevant 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 education, lived or worked experience.
- A minimum of two (2) years experience in program development and delivery, ideally in a non-profit/museum setting. Knowledge of virtual programming an asset.
- Knowledge of the BC Curriculum.
- First Aid Level 1 certification required.

Abilities and Skills

- Experience working with children.
- Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy.
- Advanced computer skills, in particular knowledge of Microsoft 365, Canva, WordPress, MailChimp and Salesforce CRM.
- Proven supervisory and leadership experience.
- Experience with grant writing, management, and reporting.
- Ability to work independently without day-to-day supervision while still collaborating in a small team environment.
- Ability to interact and communicate with large groups of people from a variety of backgrounds and educational levels and explain concepts to a variety of audiences.
- Shows initiative and is action oriented.
- Layout and design skills a must.
- Ability to work to a budget, ideally additional experience in developing budgets for programs.
- Strength and mobility to stand for extended periods, work an active 8 hour shift, work outside, navigate stairs and lift weights up to 25 kilograms.

We are looking for these personal qualities:

- Initiative: We need someone who has ideas as well as someone who can come up with creative solutions!
- Reliability: We must be able to count on you to ensure the success of our programs.

- Judgement: Things evolve rapidly, being able to make decisions with discernment is an essential quality to being successful in this position
- Detail Oriented: the details matter!

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 LGBTQ2S+, Person with Disabilities, Indigenous, and visible minorities to apply. The Cranbrook History Centre is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.

How to Apply

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

Please send your resume and cover letter as a PDF to office@cranbrookhistorycentre.com. Subject line: first name, last name, job title. Ex: Jane Doe, Programming Coordinator. The selection process will remain open until the position is filled. Tentative start date: ASAP

We appreciate all applications; however, only short-listed candidates will be contacted. 3 references, a valid drivers licence, clean criminal record check and vulnerable sector police check will be required before employment