

Programming and Outreach Coordinator

Position Description: This position supports the mandate of the PAHS through the implementation and delivery of educational and public programs to a diverse audience. This position reports to the Manager/Curator and works with Program committee and volunteers to deliver relevant programs. Programs are delivered at any of the four museums run by the PAHS.

Representative Duties

Programming:

- Develops, schedules, and conducts in-house and outreach school curriculum-based tours and activities. Recognized educational methodology and practices should be followed. Efforts will be made to accommodate the school's particular needs.
- Develop and present educational based programs for historical and cultural related streams in the forms of seminars, workshops, classes, lectures, films, demonstrations, etc. These programs should be balanced to accommodate all age groups and abilities, including elderly individuals and those with intellectual disabilities.
- Develop and present educational opportunities, such as day camps throughout school holidays including summer months.
- Conducts interpretive tours related to the exhibits for all age groups and abilities.
- Collaborates with the Manager/Curator and Program Committee on exhibit planning. The Coordinator will build programs for those exhibits. (e.g. Summer exhibit programs)
- Identifies and establishes partnerships with educators in support of curriculum based programs
- Works within the approved budget and follows all purchasing and related policies as established by the Historical Society.

Public Relations

- Creates and monitors posts on Facebook, Instagram and YouTube
- Assists in creating and updating booklets and display signage as well as program related publications.

Administrative/Auxiliary Duties:

- Writing grants and associated follow-up for program related funding.
- Attends and assists in set-up/take-down of receptions/special events as required by the Manager/Curator.
- Organizes and arranges for volunteers as needed.
- Primary contact for all public and educational programming requests
- Maintains accurate records for program registrations, including payment information.
- Trains and oversees volunteers performing work pertaining to programming, as well as summer staff hired in this role.
- Administrative and other duties as assigned

Knowledge, Abilities, and Skills:

- Maintains thorough knowledge of current practices in the care and conservation of historic artefacts and archival documents.
- Demonstrated ability to supervise staff is an asset.
- Demonstrated ability to work independently and in a team environment.
- Ability to establish and maintain effective working relationships with other employees, historians, volunteers, donors, and professionals in the museum community.
- Ability to maintain close attention to detail and a high degree of accuracy and to detect errors quickly.
- Excellent written, oral and interpersonal skills.
- Demonstrated organizational skill.
- Demonstrated skill in the development and operation of relational databases, including the creation and design of customized reports.
- Ability to multi-task and meet deadlines

Hours and Wage:

- \$18.00-19.50 plus benefits to start
- 32 hours per week:
 - o Tuesday – Friday, 8:30 AM – 4:30 PM
- Specific hours are dictated by program needs so some flexibility is required; evening and weekendwork will occasionally be required.

Education, Trainingand Experience Requirements:

- Relevant undergraduate degree and a minimum of 2 years related experience. An equivalent combination of education and experience will be considered.
- Demonstrates interest and involvement in history generally, plus a desire to provide all ages with an opportunity to appreciate local history.
- Must be familiar with creating business content for social media
- Strength and mobility to perform required physical duties and ability to work on a ladder and to lift weights up to 25 kilograms.
- Good organizational skills and planning skills, and the ability to work independently.
- Access to a vehicle, with clear driving record.
- The position requires a criminal record check and vulnerable sector check.