



Programming and Outreach Coordinator

Position Description: The Programming and Outreach Coordinator plans, organizes, implements, and evaluates educational and public programming activities for the Prince Albert Historical Society under supervision of the Manager/Curator.

Duties

The statements below reflect the general details considered necessary to describe the principal functions of the job and are not a detailed description of all the work assignments that may be inherent in the job.

Programming:

- Shall develop, schedule, and conduct 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 special 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 Programme Committee on exhibit planning. The coordinator will build programs for those exhibits. (eg. Summer exhibit 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
- Acts as a liaison between school boards, educational facilities, and the Prince Albert Historical Society.
- Develops and maintains appropriate contacts with peer professional groups.
- Collects, sets up and takes down school programmes and other educational exhibits and materials.
- Provides regular feedback to the Manager/Curator regarding education programmes and community needs.
- Assists in creating and updating booklets and display signage.

Facility:

- Assists in the general upkeep of the facility, including cleaning.
- Assists the Manager/Curator and any other Historical Society staff with a variety of other tasks, including the installation and removal of exhibits, special events, fundraisers and other related duties.

Administrative/Auxiliary Duties:

- Answers phones, takes messages and ensures that communications are forwarded to the appropriate staff members and/or volunteers.
- 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.
- Assists in organizing public programming events as needed in consultation with the Manager/Curator.
- Various administrative duties as assigned, including processing admissions, gift shop sales, and memberships.

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, artefact lenders and 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.
- Ability to communicate effectively orally and in writing.
- Demonstrated organizational skill.
- Demonstrated skill in the development and operation of relational databases, including the creation and design of customized reports.

Hours and Wage:

- \$18.00-19.50 plus benefits
- 37.5 hours per week:
 - Tuesday – Saturday, 8:30 AM – 4:30 PM
- Specific hours are dictated by program needs so some flexibility is required; evening work will occasionally be required.

Education, Training and 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 using Adobe Premiere Elements or equivalent
- Strength and mobility to perform required physical duties and ability to work on a ladder and to lift weights up to 25 kilograms.
- Effective written and verbal communication skills.
- Good organizational skills and planning skills, and the ability to work independently.
- Other languages, especially knowledge of French or a local Indigenous language, would be an asset.
- Access to a vehicle, with clear driving record.