

GREATER VERNON MUSEUM AND ARCHIVES

Vernon, BC, Canada

Employment Opportunity

The Greater Vernon Museum and Archives (GVMA) is seeking energetic team members to drive our process of organizational restructuring. These are exciting times of change and great expectations at the GVMA. New employees will engage community stakeholders in Greater Vernon to tell stories and explore historical narratives that enhance local culture.

Job Title

MUSEUM COORDINATOR: COLLECTIONS AND PROGRAMS

Position Summary

The primary focus of this position is to connect visitors with GVMA collection materials through programs and experiences that enhance learning and foster interest in history and culture. The successful candidate will work under the direction of the curator to prepare exhibits, provide tours and support educational activities.

Responsibilities:

- Work under the supervision of the Executive Director and Curator to assist in preparing grant applications;
- Work with the Curator to assemble and annotate resources of historical interest for education, media use, newsletters and other publications.
- Provide direct and personal service to enhance visitor experience;
- Work with direction from the Business Manager and Curator to deliver special events;
- Deliver presentations, tours and programs for children, school and community groups;
- Provide support for collections management operations as required.
- Demonstrate respect for the principles of equity, diversity, accessibility, and reconciliation;

Qualifications:

- Experience working in museums, galleries and/or heritage-based sites and attractions;
- Training and/or experience with artifact collection management and conservation;
- Excellent communication skills;
- Database management training or experience for collections management systems, MS Excel and Access;
- Proven experience working directly with people of all ages in education, leisure, recreation, tourism or performing arts;
- Post-secondary education preferred, with focus in one or more of the following areas:
 - History, sociology, anthropology, archeology
 - Museology, Heritage Conservation & Management
 - Marketing, Tourism, Communications
 - Education, Recreation Management
- Drivers' License and access to a vehicle is required.
- Criminal record check with advanced screening will be required

Position Terms

The full set of duties associated with this position make up a full-time, 35 hour per week, position from Tuesday – Saturday, with some evenings and schedule variability due to special events and programming.

The GVMA will consider applications from candidates interested in full-time, or part-time positions associated with these responsibilities. Candidates are expected to state interest in part-time duties in their cover letters. Preference will be given to full-time candidates qualified to perform the full range of duties.

Application Process

To apply for this position please submit the following materials via email attachment in PDF format:

- Cover Letter
- Resume
- Original Writing Sample: 1 page, 300-500 words, Topic: “Ways to increase interactivity and interpersonal engagement in cultural activities and programs in not-for-profit culture organizations”
- Copies of Certificates or Diplomas -- *combined as a single PDF file*
- Drivers abstract
- Contact details for at least 3 references

Applications will not be considered unless all materials listed above are included in a single email.

Please type **Museum Coordinator: Collections and Programs** in the subject line and send your email and all supporting documents to hr@vernonmuseum.ca The GVMA thanks all applicants in advance. Only those candidates selected for an interview will be contacted. No phone calls please. Questions may be forwarded to the email above.

Application due date for first consideration: 1:00 PM PST, Monday, September 16, 2019

Note: applications may be accepted until position is filled.