

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: COMMUNITY ENGAGEMENT

Position Summary

The primary focus of this position is to facilitate effective communication and foster public interest and participation in GVMA program and activities. The successful candidate will act as first point of contact with inquiries and visitation through various modes and media.

Responsibilities:

- Engage community members and visitors through effective digital communication channels;
- Work with direction from the Business Manager to manage operations in reception and gift shop, including schedules for, and training of, volunteers;
- Communicate with GVMA members, visitors, volunteers and the general public;
- Provide direct and personal service to enhance visitor experience;
- Demonstrate respect for the principles of equity, diversity, accessibility, and reconciliation;
- Provide support to archival operations as required.

Qualifications:

- Excellent communication skills;
- Experience working in museums, galleries and/or heritage-based sites and attractions;
- Demonstrated background in content management, creative writing, advertising concepts, direct mail, graphic design and online advertising;
- Database management training or experience in collections management systems, Excel and Access;
- Experience organizing and implementing public events;
- Experience and/or training in public service;
- Post-secondary education preferred, with focus in one or more of the following areas:
 - History, Sociology, Anthropology, Archeology
 - Museology, Archival Studies
 - Marketing, Tourism, Communications
 - Education, Recreation, Leisure
- 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 to 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 foster community participation and connections in not-for-profit cultural 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: Community Engagement** 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.