JOB POSTING

Education and Community Engagement Coordinator
Hours: 35 hours per week
Reports To: Museum Manager
Job #: 2026-02
Posting End Date: December 7, 2026 (or until filled)
Desired Start Date: January 2027

Position Overview

As our Education and Community Engagement Coordinator, you'll bring the collections, stories, and cultural heritage of the Museum & Archives of Vernon to life for learners of all ages. This is a hands-on, people-focused role at the heart of how we connect with our community.

Our K–12 school programs are central to this position. You'll design and deliver curriculum-aligned experiences for students from across our region and build lasting relationships with teachers and schools. Our school programs are a cornerstone of our work and our long-term sustainability.

You'll also plan and host our public programs and special events, from concerts and speaker series to family activities, workshops, and community festivals. You'll lead museum tours year-round and outdoor heritage tours in the warmer months. Working alongside our Curator, community partners, and Syilx Elders and Knowledge Keepers, you'll help share our local history in ways that are engaging, respectful, and welcoming to everyone.

We're looking for an imaginative, outgoing person with excellent time-management skills who will be a confident and friendly ambassador for our museum.

This is a 12-month contract position, with the possibility of extension or a permanent role.

Key Responsibilities

Educational Programming (K–12)

- Develop, implement, and evaluate curriculum-aligned school programs.
- Manage bookings, logistics, communications, and scheduling with teachers and classes.
- Deliver engaging and accessible presentations, tours, and interactive experiences for students.
- Update and maintain educational materials and resources aligning with the BC Curriculum.
- Create and circulate promotional material related to educational programs.
- Track attendance, outcomes, feedback and revenue to support ongoing improvement and revenue goals and communicate with the museum team.
- Work closely with the Curator to co-develop programs, tours and events tied to exhibits.
- Assist in interpreting exhibition themes for educational and public audiences.
- Support the development of exhibition related hands-on activities, lectures, workshops, and special events.

Community Engagement & Outreach

- Build and maintain relationships with teachers, community groups, cultural organizations, and local partners.
- Represent the museum at outreach events, meetings, and community functions.
- Must stay up to date with current affairs, social/cultural issues as they relate to the GLAM sector.
- Support initiatives related to equity, diversity, accessibility, and reconciliation, including collaboration with Indigenous partners such as Syilx Elders and Knowledge Keepers.
- Participate in museum committees as required.

Public Programs, Tours & Special Events

- Plan and implement public programs such as concerts, speaker series, children's events, and seasonal celebrations.
- Coordinate event logistics, volunteers, and staff support for special events.
- Deliver engaging museum tours for visitors, groups, and special guests.
- Lead outdoor heritage tours, sharing local history and cultural interpretation.
- Ensure all tours and events provide a welcoming, accessible, high-quality visitor experience.
- Create and circulate promotional material related to programs, tours & special events.
- Provide occasional support with reception, visitor services, or general operations as needed.
- Contribute to exhibitions, workshops, and collaborative museum projects.

Administrative Responsibilities

- Develop and manage budgets related to programming and events.
- Identify opportunities for new initiatives or partnerships and present recommendations.
- Participate in planning meetings and cross-departmental collaboration.
- Perform additional duties as required.

Qualifications & Skills

Education (preferred):

- Diploma or degree in Museology, Museum Studies or Heritage Studies, preferably with an emphasis on education or a degree in Education.
- Event Planning certificate or diploma.
- Recreation Management diploma, Tourism Planning certificate or related credential.

Experience & Competencies:

- Experience in programming, education, community engagement, museums, heritage interpretation, or recreation.
- Strong oral presentation and public-speaking skills; comfortable leading tours and engaging diverse audiences.

- Creative thinker with the ability to design meaningful, engaging visitor experiences.
- Excellent organizational, written and oral communication skills, and time-management abilities.
- Ability to work independently and collaboratively as part of a small team.
- Outgoing, personable, and confident representing the museum publicly.
- Availability for events during evenings and weekends.

Compensation and Schedule:

This is a 12-month contract position, with the possibility of extension or a permanent role. The hourly wage is $25.00-28.00/hour, based on relevant education and experience.

The preferred schedule for this role is Tuesday – Saturday, 7 hours per day; there is some flexibility for the right person.

How to Apply

Please submit a cover letter and resume by email, stating the job number and position title in the subject line, to Lisa Ramsey at lisa.ramsey@vernonmuseum.ca by December 7, 2026. This position will remain open until the position is filled with an appropriate candidate.

Commitment to Fair Hiring, Equity, Diversity & Inclusion

The Museum and Archives is committed to a fair, transparent, and equitable hiring process. We strive to foster a workplace that reflects the diverse community we serve and welcome applications from individuals of all backgrounds, identities, and lived experiences.

We encourage applicants who identify as Indigenous, Black, racialized, 2SLGBTQIA+, persons with disabilities, or members of equity-seeking communities to apply. We are committed to creating an inclusive, respectful, and accessible environment where all team members feel valued and supported.

Accommodation is available throughout the hiring process upon request. If you require adjustments to fully participate, please contact us at lisa.ramsey@vernonmuseum.ca.