



Museum at Campbell River
Job Description – Education Programmer

Status: Permanent, part-time I

Work schedule: 20 hrs. per week, Tuesday through Friday. Some weekend and evening shifts may be required for special events.

Summary:

Under the direction of the Curator/ Education Manager, the Education Programmer is responsible for the coordination and delivery of effective educational programs for school groups and the community at large. The programs will meet expectations for museums and other non-classroom educational settings, and have clear ties to the B.C. school curriculum. This position also manages volunteer docents who assist with program delivery and seasonal summer employees who deliver educational programming in the busy summer season.

Covid-19 Statement

Covid-19 is changing how we operate and deliver programs. This position will need to be adaptable and flexible with these changing times. The successful applicant will need to work with local teachers to adapt our delivery of programs to meet their needs. We anticipate this will require strong computer and technological abilities and a great deal of creativity.

Reports to:

Curator/Education Manager

Supervises:

Volunteer docents and seasonal program employees.

Responsibilities and duties:

- Coordination and delivery of curriculum related school programs to students of all ages (preschool to college) and gallery tours to non-school groups as required.
- Books programs and schedules volunteer docents.
- Provides pre-visit packages and invoices groups.
- Manages volunteer docent program for the Museum including recruiting, training, and scheduling volunteers.

- Ensures that good and effective communication with teachers and education personnel in the region is maintained.
- Setup and cleanup of galleries and programming areas before and after programs; ensuring that security and public safety requirements are met during programs.
- Manages the Museum's touchable education collection
- Works with Museum's Promotions & Membership Coordinator to promote school programs.
- Assists with the evaluation of program effectiveness and maintains statistical records of program attendance.
- Obtains and prepares program support materials and supplies
- Program development and revision as required.
- Assists with teacher professional development workshops
- Assists with educational program components of the public events such as Halloween, Christmas at the Museum etc. and seasonal programming as needed.
- Performs related duties and responsibilities as required

Qualifications

- Knowledge of (and interest in) regional history is essential
- Interest in working with children and an ability to communicate effectively with children
- Experience teaching children in a classroom, camp or professional informal learning setting.
- Experience working with volunteers and volunteer management
- Postsecondary education or related experience in Education, Museum Education, Public or Recreational Programming, or Early Childhood Education.
- Minimum 1 year teaching or programming experience
- Familiarity with British Columbia school curriculum is an asset
- Strong presentation and public speaking skills and experience
- Strong oral and written communication skills
- Criminal record check will be required
- Familiarity with Microsoft Office software

Salary

Wage will be commensurate with experience and qualifications. The Museum at Campbell River offers a benefits package and professional development support. Please submit CV with covering letter outlining credentials, experience, availability, and references to tona.mcmurran@crmuseum.ca by 4:00pm on September 10, 2020.

We appreciate your application but will only be contacting those who are short-listed.