

## **Position: Museum Program Coordinator (YCW)**

Closing date: May 3, 2024

### **\*\*IMPORTANT INFORMATION ABOUT THIS POSITION\*\***

This position is dependent on funding from the Government of Canada's Young Canada Works in Heritage Program, administered by the Canadian Museums Association (CMA). Thus, the successful candidate must meet the following criteria: ● legally entitled to work in Canada ● be a Canadian citizen, permanent resident, or have refugee status in Canada ● be between the ages of 16 and 30 ● have been a full-time student in the semester preceding ● intend to return to full-time studies in the semester following this position

This position is pending funding from YCW. Unfortunately, if the Whistler Museum does not receive funding from YCW, we will not be able to hire for this position.

Reports to: All senior staff

Overall responsibility: Coordination of museum summer programs and marketing activities

Term of employment: \$20.00/hr for 40 hrs/week – May 13<sup>th</sup> 2024 to Aug 30<sup>th</sup>, 2024 (start date could change depending on the availability of the candidate)

Location: Whistler, BC.

Key areas of responsibility:

- Program coordination
- Assist with content development for pre-set programs and events
- Assist with program development
- Assist with creation and delivery of school programs and presentations to a variety of groups
- Assist with event and program delivery, including promotions
- Assist with event and program wrap-up and financial reconciliation
- Assist with visitor services and administrative duties
- Conduct interviews and write articles for the Museum
- Assist with maintaining online presence, including: Museum blog, Museum website, Twitter and Facebook

The successful applicant will possess the following skills and abilities:

- Resourceful, innovative, and creative
  - Professional presentation and design skills
  - Ability to lead programs for a variety of ages and learning styles
  - Excellent communication skills; verbal and written
  - Reliable and professional work standards
  - Outstanding customer service skills
  - Works cooperatively with others and is flexible
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- Proficient with MS Office; especially Word, PowerPoint, and Excel
  - Familiarity with MAC OS is an asset
  - Knowledge of Adobe Photoshop and InDesign an asset
  - Knowledge of social media an asset

Experience:

- Minimum of two years post-secondary education
- Program and event development and delivery experience
- Experience working with public (children, families, adults, etc.)

Resumes will be accepted until May 3, 2024. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted.

Please forward resumes with cover letters to: Mr. Brad Nichols at  
curator@whistlermuseum.org