



JOB POSTING

External - CUPE Local 1050

Position: Outreach Coordinator, Quesnel Museum - Summer Student position	Status: Full-Time (Term 16 Weeks)
Posting Date: March 26, 2021	Application Deadline: April 28, 2021 by 4pm
Competition number: 21-22	Wage: \$17.33 (plus \$1.20 in lieu of benefits)
How to apply: Please send your resume with competition number, in confidence to: Human Resources Manager City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Apply online or Email: hr@quesnel.ca (Word or pdf document only please)	

The City of Quesnel wishes to fill a student position for an Outreach Coordinator at the Quesnel & District Museum & Archives. Reporting to the Museum & Heritage Manager, you will join a small, dedicated team working to preserve the history of the North Cariboo and promote an appreciation of the region's heritage through exhibits and programs.

The City of Quesnel is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Your primary tasks will be to:

- Assist with the reinstallation of the Quesnel Museum with a focus on the Discovery Centre and engagement activities.
- Research and film short video segments about people, places, and events in the North Cariboo or featured exhibits or artifacts
- Create a community based scavenger hunt
- Monitor Social Media and prepare material for the website and Facebook
- Assist with daily museum operations including visitor reception, gift shop sales, special events, research services and exhibit maintenance.

The Quesnel & District Museum & Archives is a respected community organization known for its outstanding collection, engaging exhibits and high quality programs and services. The position is suitable for a student with an interest in marketing or media studies

Duration of work: May 17 to September 4, 2021 (Duration of work is subject to grant funding)
Hours/week: 37.5 Hours per week

REQUIRED QUALIFICATIONS

Education and Experience:

Applicants must be:

- A Canadian citizen or legally entitled to work in Canada.
- Willing to commit to the full employment period, with no other significant work commitments (more than 30 hours per week)
- 16-30 years of age, registered in, and returning to, full time education
- Approved as an eligible candidate by the Young Canada Works Program

The ideal candidate:

- Is enrolled in a general arts or science program
- Is knowledgeable and interested in regional and British Columbia history.
- Has experience planning a social media campaign
- Enjoys meeting people & provides excellent customer service
- Possess excellent organizational and computer skills
- Has superior written and spoken English language skills and is comfortable speaking & appearing on camera
- Is self-motivated and able to work independently
- Previous experience working with children and an awareness of the stages of learning development is an asset.
- Previous experience working/volunteering in a museum, archives or heritage site is beneficial

Testing and interviews will be required.

The City of Quesnel appreciates the interest of all applicants. Only those selected for an interview will be contacted.

**This position is dependent on grant funding and public health protocols allowing for the resumption of public hours of operation at the Quesnel & District Museum.