



MUSEUM EDUCATIONAL PROGRAMMER (INDIGENOUS EDUCATOR)

Parks, Recreation and Cultural Services BURNABY VILLAGE MUSEUM – PROGRAM SERVICES

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of April 12, 2021 and must be received by 4:45 PM on **Wednesday, April 21, 2021** quoting:

Competition No: 2021-067

This is Indigenous educational programming and supervisory work entailing responsibility for the development and implementation of the Indigenous Education programs and content at the Burnaby Village Museum (BVM). An incumbent plans, develops, schedules, implements, coordinates, evaluates and revises a variety of Indigenous programs; researches, consults on, assesses the need for and designs and develops new programs and Indigenous site content; plans, assigns, schedules, trains, supervises and reviews the work of auxiliary subordinates engaged in program leadership and directs the work of contract instructors; provides site supervision and participates in operational activities. In addition, an incumbent establishes and maintains effective working relationships with a variety of internal and external contacts; stewarding existing relationships and encouraging collaborations that include local nations, Elders, language champions and knowledge keepers; assists a supervisor in preparation of preliminary operating budget estimates and controls a program budget. Performs related work as required.

Qualifications include a University degree in Museology, History, First Nations or Indigenous Studies, Education or related discipline plus sound related experience preferably including some supervisory experience or an equivalent combination of education, training and experience. In-depth awareness of Indigenous cultural traditions. First hand knowledge of the protocols and procedures to develop relationships with Indigenous Elders, leaders and knowledge keepers (Local host nations preferred). Skilled at building and maintaining relationships and partnerships with Indigenous community groups, organizations and stakeholders. Knowledge of the principles, resources, practices, goals and objectives involved in the development and implementation of museum educational programs. Ability to design, develop, coordinate, schedule, supervise, implement and evaluate the provision of programs; to plan, assign, supervise and review the work of subordinates engaged in program leadership tasks and to hire, train, schedule and evaluate the work of contract instructors; to establish and maintain effective working relationships with a variety of internal and external contacts, promote interest and participation in programs and prepare content for marketing materials; to participate in site supervision and operational activities; to assist a superior in preparation of preliminary operating budget estimates, control program budgets, monitor expenditures, take corrective action to avoid cost overruns and approve requisitions for materials and supplies; and to prepare and maintain records, reports, correspondence and other materials. Driver's Licence for the Province of British Columbia is required.

SALARY: \$4,905 – 5,107 – 5,320 – 5,538 – 5,771/month (Pay Grade 20)
STATUS: Regular Full Time
SCHEDULE: 70 hours bi-weekly
SPECIAL NOTES: Subject to Note 'T' of Schedule B' of the CUPE 23 Inside Division Collective Agreement

Applicants under consideration will be required to consent to a criminal records check.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.

Please contact Human Resources at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50009187

Apply online at www.burnaby.ca/careers

City of Burnaby
Human Resources
4949 Canada Way
Burnaby BC V5G 1M2