



Our Past in Perpetuity

Summer Employment Opportunity Position: Museum Education Officer

The Mission District Historical Society is seeking a Museum Education Officer for the Mission Museum. The Museum Coordinator will be responsible for conceptual program planning to engage a variety of audiences, in-person and virtually, including a children's program series and an educational toolkit based on topics relevant to Mission's history.

Duties and Responsibilities:

- Conceptualising plans for a new children's program series.
- Purchasing/creating program supplies in accordance with the programming budget.
- Advertising programs through local community resources.
- Conducting registrations, delivering programs and keeping accurate records as needed.
- Assisting with the execution of outreach opportunities, including the planning, design and fabrication of an educational toolkit.
- Attending to the public remotely and/or in person when required.
- Assisting with planning and executing special events throughout the year.

Qualifications:

- Excellent customer service skills.
- Strong written and verbal communication skills.
- Excellent attention to detail.
- Enjoy working with children.
- Confidence maintaining the attention of exuberant groups of kids.
- Ability to improvise and creatively problem solve.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work independently as well as with others.
- Proficient with the Microsoft Office Suite.
- Proficiency with the Adobe Creative Suite an asset

Eligibility

- Must be aged 15 to 30 years to apply;
- Must be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Must pass a criminal record background check.

Term of Employment:

- 30 hours per week for 10 weeks, beginning June 23 through August 28, 2021; part-time work negotiable.
- Regular Hours: Wednesday-Saturday; 9:00am-4:30pm with some occasional work required outside of these hours.
- This position is subject to the receipt of funding through the Canada Summer Jobs Grant program.
- Rate of Pay: \$17.00 per hour.

Applications:

Please submit resumé and cover letter by **Friday, June 11th** to Courtney Miller, Acting Manager, in person or via email at info@missionmuseum.com.

Thank you to all applicants, however, only those short-listed for an interview will be contacted.

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