



JOB OPPORTUNITY

Position: Bilingual Program Assistant
Hours: Regular Full-Time (35 hours per week)
Salary: Pay Grade 15 + 1 (\$20.26 - \$23.82 per hour) plus benefits
Department: Learning **Reports to:** Education Program Manager
Posting Date: June 18, 2021 **Closing Date:** 5:00pm, July 12, 2021

Museum of Vancouver

As a civic organization, the Museum of Vancouver is committed to deepening our collective understanding of the City through our common stories, objects and experiences. MOV conceptualizes this through our engagement priorities, which have been focus into 4 broad areas that we have deemed our pillars. These include: redress and decolonization; immigration and diversity; environment and sustainability; and urban and contemporary issues.

Nature of the Position

The Bilingual Program Assistant is a specialized educational position that leads established learning programs. Work involves training, supervising and evaluating docents and includes outreach, marketing and customer service to teachers and schools. Work involves assisting with research, program development and evaluation; marketing and outreach to schools and community partners in the region; assisting senior MOV personnel in the preparation of notes for staff and volunteer training; orienting and training staff and volunteers in program content as required.

Responsibilities

- Leading learning programs in both French and English
- Assist in the coordination and delivery of engagement activities for public and community partners
- Assisting in training and supervising English and French speaking docents
- Assisting with research and program development
- Sharing booking and project management duties with the senior MOV personnel
- Preparing notes for staff and volunteer training
- Provides input regarding program evaluation and recommends program improvements
- Perform related work.

Requirements

- Ability to establish and maintain positive working relationships with staff, volunteers and visitors
- Engaging presence and excellent communication and public-speaking skills and ability to communicate effectively with children and adults in English and French
- Must find working with children in a learning environment rewarding and invigorating
- Ability to relate well to all kinds of people and to work collaboratively with team members and follow the lead of senior staff while taking initiative



- Two years relevant experience with the public in heritage interpretation, in group animation or in tourism
- Creative, imaginative, and dynamic
- Ability to use diplomacy and tact
- Punctual, responsible, methodical and team-oriented
- University degree in a field related to museum programming

Hours: This is a Regular Full-Time position (35 hours per week). Hours will typically fall Monday to Friday, though occasional evening or weekend shifts may be required.

Note: This position falls under the jurisdiction of CUPE local 15.

To Apply: Please submit application by email no later than 5:00pm, July 12, 2021, to: humanresources@museumofvancouver.ca

The Museum of Vancouver strives for equity and diversity. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.