



1415 BARCLAY ST. : T/F 604.684.7040
VANCOUVER, BC : info@roeddehouse.org
CANADA V6G 1J6 : www.roeddehouse.org

Community Engagement Coordinator

August 2021

ORGANIZATION:

Roedde House Museum

DEADLINE: August 27th, 2021

ORGANIZATION DESCRIPTION:

Roedde House Museum, in Vancouver's West End, is a late-Victorian Heritage house museum in the Queen Anne revival style. Built in 1893 for the family of Gustav Roedde, one of the city's first bookbinders, it has been faithfully restored to reflect the day-to-day life of the Roedde family: a middle class, immigrant family at the turn of the last century. Since the Museum's official opening in May of 1990, the Roedde House Preservation Society has run Roedde House as a threefold facility:

a museum with self-guided tours, including an active school program,

a venue for music and other cultural entertainment,

a rental facility for small receptions and artistic projects.

WEBSITE:

<http://www.roeddehouse.org>

JOB DESCRIPTION:

Under the supervision of the Museum Manager, the Community Engagement Coordinator is responsible for managing volunteers and the volunteer program, supporting special programs, events, and rentals, engaging the community, and maintaining a database of members and donors.

CORE RESPONSIBILITIES:

Volunteer Management: (65%)

- Recruit, interview, train and retain volunteers for museum tours, programs, and events.
- Support volunteers in staffing for tours, rentals, and special events as needed.
- Schedule volunteers for museum operations and maintain a current volunteer database and program.



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- Ensure volunteers receive appropriate training and direction, fulfill their responsibilities effectively, and are recognized for their contribution.
- Organize meaningful volunteer appreciation events and training opportunities.
- Work closely with the Museum Manager to develop roles and opportunities for volunteers.

Community Engagement: (25%)

- Provide staff presence and facilitation during museum events (extra weekend/evening work may be required – with advance notice).
- Identify additional revenue streams by securing group tours and special events.
- Produce monthly e-newsletters, as well as provide support in designing and creating promotional material.
- Connect with similar organizations, press, and media.
- Work with the Museum Manager and Marketing Committee to develop event and program messaging to promote Museum activities through social media and elsewhere.

Administration: (10%)

- Participate in the day-to-day operation of the museum: opening, closing, and maintaining safety standards
- Ensuring the museum is an appealing, functional, and safe environment for staff, volunteers, and visitors.
- Develop and maintain the membership programme.
- Expand and maintain a database of donors.
- Issue charitable tax receipts for donations and donations in kind.
- Other duties as required.

Additional opportunities (when primary responsibilities have been fulfilled):

- Help conceptualize and assist in the curation of museum exhibits and programming.
- Work with community partners to coordinate educational programming.

Time Commitment: Minimum 15 hours per week (potential to expand hours).

Weekend shifts (to cover existing tour hours) are expected. Special event coverage (evenings & weekends) is likely with advance notice.



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SKILLS AND EXPERIENCE:

An energetic, result-oriented professional, the Community Engagement Coordinator will possess:

- A background in a highly interactive role with the public.
- Previous and/or ongoing experience as a volunteer (any kind of organization)- experience in managing groups or volunteers is beneficial.
- An interest in museums, arts & culture, history, community engagement, and education.
- Work ethic that shows attention to detail and high level of accuracy.
- An ability to balance several projects with competing demands and changing priorities.
- Excellent interpersonal, communication, and writing skills.
- Ability to work independently or collaboratively as a team member in a small office.
- Fluency in French is an asset.

Proficiency in MS Office applications; understanding of basic social media use; familiarity with Mailchimp, Wordpress, Photoshop and/or Joomla a plus, but not required.

REMUNERATION:

\$17.00 per hour

HOW TO APPLY:

Please submit a cover letter and CV to Sara Hepper at manager@roeddehouse.org.

We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code.

Contact Name: Sara Hepper

Contact Email: manager@roeddehouse.org

Contact Phone: (604) 684-7040