

## **PUBLIC PROGRAMMER JOB POSTING**

**RICHMOND MUSEUM SOCIETY** – *The Richmond Museum collects, documents, researches, preserves, exhibits and interprets objects of historical and cultural significance to the development and history of Richmond. Our vision is to make the history of Richmond relevant, engaging and accessible.*

**Position:** 2-year contract position for 3 days/week, 7.75 hours per day

**Rate:** \$33.14/hr + 16% in lieu of benefits

### **Responsibilities**

- Plan, promote and successfully deliver public programs that support the Richmond Museum’s vision;
- Oversee the Museum’s social media program, including liaising with staff to build engaging content, as well as content writing, editing and scheduling;
- Facilitate volunteer engagement;
- Develop and implement a membership program for the Richmond Museum Society;
- Support the annual Doors Open Richmond event, including developing activities that support the event mandate and liaising with event stakeholders; and
- Other Richmond Museum administration as needed.

### **Education and Experience**

- Post-secondary education in relevant discipline such as Museum Studies or History supplemented by further training or experience in museum, cultural or community programming.
- A minimum 2 years experience working in a museum or cultural setting, with experience planning and delivering cultural programming and hiring and supervising staff and/or volunteers.

### **Skills and Abilities**

- Strong digital expertise, particularly with social media and web content management;
- Able to build relationships and successfully communicate with community stakeholders;
- Passion for working with public of all ages;
- Excellent written and verbal communication skills;
- Able to work both independently and as part of a team;
- Able to prioritize competing demands and manage stressful situations with professionalism;
- Strong computer skills, particularly in Microsoft Office;
- Excellent time management and organizational skills;
- Access to own vehicle a plus;
- Experience with videography an asset; and
- Ability to communicate in Mandarin or Cantonese is an asset.

### **Job Requirements**

- Can successfully pass a police information check;
- Must provide proof of COVID-19 vaccination; and
- Comfortable working in an office setting as provincial health orders permit.

To apply, please e-mail cover letter and resume to [museumed@richmond.ca](mailto:museumed@richmond.ca) by **November 21, 2021**

*The Richmond Museum Society wishes to thank all applicants, however only short-listed applicants will be notified. No phone inquiries, please. The Richmond Museum Society is an equal opportunity employer.*