



Temporary Employment Opportunity

Position: School and Public Programs Manager

Engage community members of all ages and backgrounds in learning experiences about the diverse maritime history and culture of British Columbia. Create a community hub where people feel comfortable reaching out about resources and are eager to take part.

Term: Starting February 8, 2022 for a 12-month term with possibility of extension up to an additional 6 months

Salary: Starting wage, \$25.60/hour, with experience taken into consideration

Schedule: Monday to Friday, 9:00 AM to 5:00 PM (some evening and weekend work will be required)

Application due: December 17, 2021 by 11:59 PM (PST)

Interviews will take place January 4 – 7th, 2022.

This is a full-time, on-site position.

The Maritime Museum of BC actively welcomes and encourages applications from women, people with disabilities, Indigenous peoples, and visible minorities.

A BIT ABOUT US

The Maritime Museum of BC opened in 1955 as a naval museum located on Signal Hill just outside the gates of the HMC Dockyard in Esquimalt. The Museum has recently relocated to a new public storefront on ləkʷəŋən land at 744 Douglas Street. This space houses the museum's exhibits, public programming and events, onsite research and administration. Most of our collections are now stored off-site but are still accessible through our research request program.

Our mission is to promote and preserve our diverse maritime experience and heritage and to engage people with this ongoing story. In addition to offering in-person and virtual exhibits, the museum presents virtual talks, live tours and craft workshops that look at maritime history in unique and creative ways. Also offered are virtual and outreach educational programs for all ages on topics such as immigration, pirates and privateers, women on the home front, and the fur trade.

THE TEAM

Our team at the MMBC is tight-knit, flexible, and excited about the work we do. We work closely with an amazing and supportive group of committed board members and volunteers. All of us come from different backgrounds, which we believe is part of our strength! We have four full-time staff, eleven enthusiastic and active board members, and dozens of regular volunteers. We also have community partners in many local organizations who we work with and deliver programming to on a regular basis.

THE OPPORTUNITY



As the School and Public Programs Manager, you will offer a rich variety of programming to our communities and will continue to support and grow these programs. We know that our strength lies in our interactions with people, and we want to continue finding the best ways to improve upon that strength.

You will directly train and supervise temporary seasonal staff and volunteers to create an engaging environment in the museum galleries. Outside of the museum, you will schedule and guide virtual and outreach programming opportunities throughout British Columbia and beyond. You will interact on a regular basis with virtual programs groups on behalf of the museum and will develop and deliver high-quality museum content to a wide variety of audiences, including children, adults, and seniors.

In this position, you will work first-hand with groups underserved by many cultural institutions, including folks experiencing homelessness, new immigrants and refugees, women in need, and others. You will actively seek out new groups who would enjoy the museum and what it has to offer and create a welcoming space for them.

The COVID-19 pandemic was an opportunity for us to develop our online content and presence. You will help guide the creation of further virtual resources for our online audience and think of new and engaging ways for the museum to present itself in the virtual world.

This position will largely be based at our public location in downtown Victoria and will include travel throughout the city at the museum's various locations

The ideal candidate is:

- A creative and enthusiastic lifelong learner who thrives while working with members of the public.
- Confident and thoughtful about leading, creating, and modifying any content to suit any group and has a high comfort level with technology.
- Comfortable presenting in front of groups of five to forty (and more!) individuals with ages ranging from three to 100 years old.
- Able to keep organized and thrive in a position that looks different each day of the week.

POSITION RESPONSIBILITIES

- Develop and deliver curriculum-based school programs including digital format.
- Develop and deliver adult public programs, children's public programs, and walking tours, including digital when available.
- Develop and deliver craft workshops.
- Produce and maintain program and workshop registration sheets in the Visitor Centre, and provide Visitor Centre volunteers with Memos on any updates they need to be aware of.
- Develop exhibit-related interactive visitor activities, and train program staff and volunteers to deliver them.
- Assist with hiring seasonal program staff.



- Train and supervise seasonal program staff including summer Programming Assistants and Public Engagement Interns.
- Manage the scheduling of the seasonal staff.
- Recruit, train, supervise, and schedule program-related volunteers.
- Produce invoices for all program-related activities.
- Assist with supervising Visitor Centre volunteers.
- Assist with community engagement and building initiatives of the Museum.
- Attend off-site community events.
- Assist with the running of Museum events, as needed and as agreed upon in advance.
- Oversee and manage the marketing and promotion of the Museum's programming activities.
- Assist in the day-to-day administrative functions of the Museum as required.
- Other related duties as assigned by the Executive Director.

QUALIFIED CANDIDATES BRING

- At least 3 years of experience working in the GLAM sector. You're familiar with cultural institutions and how they are structured, including the differences between small and large museums. You are particularly familiar with informal learning environments and object-based learning.
- At least 3 years in a public-facing role. You've led tours, interpreted programs, taught workshops, or presented as a speaker.
- At least 1-2 years supervising staff and/or volunteers. You can keep on top of a variety of schedules and projects, communicating with clarity and generating enthusiasm to people who are unsure.
- Post-secondary degree or diploma in a related field.
- Demonstrated creative capabilities. You've designed and delivered your own programming content.
- Clear and energetic communication skills. You can write a compelling tour or program narrative and guide programming that participants can easily understand.
- Comfort in a virtual environment. You're able to navigate live Facebook tours, and interactive Zoom meetings, and can quickly pick up new tools and skills. You're creative in how to use new and current technologies.
- Basic knowledge of Canadian and British Columbia history, as well as an awareness that not all histories are commonly known and told.
- An ability to lift 30 lbs. up and down a flight of stairs. Our outreach programming moves bins of handling objects around the city - sometimes to old buildings that are not accessible.
- Availability for weekday, weekend, and evening work as required
- A current First Aid Certificate and/or a second language are considered assets.

WHAT WE OFFER

- Flexible time off including de-colonized statutory holidays.
- Health spending account after a probationary period of three months.
- Five paid sick days a year.
- Professional Development opportunities including paid time for cultural learning.
- Enjoyable work that matters with a collaborative and supportive team.



TO APPLY

This position requires the applicant to travel around Greater Victoria, occasionally as far as Sooke, BC. MMBC uses Modo carsharing, and the successful applicant must meet Modo's driving standard:

- Have an N licence or better or the equivalent from another jurisdiction (must be permitted to drive alone in the car)
- No at-fault accidents within the past two years at the time of joining;
- No more than one at-fault accident within the past two years after joining;
- No licence suspensions within the past two years; and
- No more than two traffic violations in the past two years.

If you do not meet Modo's requirement, you must have access to your own vehicle.

Please apply with a **cover letter, resume, and three references** in a single PDF to the HR Committee by email at info@mmbc.bc.ca. One of your references should include someone in a supervisor capacity from your most recent position.

We would like to thank all applications for their interest in this position. Only candidates selected for an interview will be contacted.