



2423 Beacon Ave, Sidney BC V8L1X5 | (250) 655-6355 | info@sidneymuseum.ca |
#sidneymuseum

Education & Outreach Coordinator

Level – Permanent, Full Time

Job Family – Outreach & Education

Wage – \$18.00/hour

Benefits – Chambers Plan Dental, Extended Health, Employee Assistance Program (12 hours annually of counseling), Life Insurance, and Accidental Death & Dismemberment

Summary:

Sidney Museum is a local museum presenting and preserving the history of the Saanich Peninsula operated by the Sidney Museum and Archives Society, a not-for-profit organization. The museum features a large gallery to display local arts, crafts and collections and has a very active group of volunteers assisting with collections management and storage, educational programs, archives and exhibits. Sidney Museum attracts thousands of visitors each year, and the extensive archives department preserves records and provides research and information about the local area to the public. The Museum operates with three full time staff members, and two temporary seasonal staff.

The Education & Outreach Coordinator reports to the Executive Director and is responsible for the educational and outreach programs at Sidney Museum. This permanent full time position is for 35 hours a week, 9:00 a.m. to 4:30 p.m. with ½ hour unpaid lunch break, five days a week. Typically this position covers one weekend day and four weekdays as their regular schedule. Given the small team, schedules may shift to accommodate staff holidays and events. Previous museum or education experience is an asset. The position is ideal for a well-organized person who demonstrates initiative and enjoys meeting and working with people.

Examples of Work:

Job functions are specific duties that would be included in the essential functions of the job description. These functions are not all-inclusive.

- Participates in the strategic planning for assigned areas and assists the Executive Director in developing and implementing the overall departmental strategic plan.

- In the absence of the Executive Director and Assistant Director, this position would be responsible for the operation and maintenance of the museum including opening and closing.
- Lead and create educational programming.
 - Develop curriculum-based educational programs and activities that compliment current and upcoming museum exhibits for a variety of age groups.
 - Develop curriculum-based educational programs and activities that utilize and feature aspects of the Museum's permanent collection (artefactual and archival, including digitized resources and the website) for a variety of age groups.
- Assist with public outreach, such as representing the Museum at assigned community events or committees.
- Establishes performance goals and measures to evaluate success of assigned area of responsibility.
- Supervises the day-to-day operations of assigned interns, temporary staff and/or volunteers; provides guidance and direction where required.
- Participates in formulating and implementing policies and procedures.
- Ensure a positive, welcoming experience when interacting with visitors.
- Work closely with volunteers and maintain a strong and positive team relationship;
- Assists in the staff planning of exhibitions and related materials including the selection of exhibition themes and designs, and development or installation of exhibit materials.
- Help with promotion and publicity including the preparation of newsletters and reports, media communications both online and written.
- Attends Board Meetings only when required and/or relevant committee meetings.
- Performs other duties as assigned by the Executive Director.

Education and Experience:

An undergraduate degree, preferably in history, public history, archaeology, anthropology, or a related field. Minimum six months (concurrent or non-concurrent) delivering curriculum-based lesson plans and/or programs in a classroom, museum, or similar setting.

Desired Competencies:

- Excellent written communication, including ability to write sample lesson plans/guides for activities.
- Excellent presentation and public speaking skills.

- Strong abilities in time management, memorization, organization, and problem solving.
- Proven experience working effectively independently and as a part of a team.
- Experience in, or willingness to learn, new educational techniques and methodologies.
- Proficiency using Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).

Licensure and Certification:

Valid Class 5 BC driver's license or equivalent.

Criminal Record Check – Vulnerable Populations

Supervision:

Provides supervision and direction to assigned interns, staff and volunteers.