

## Engagement and Exhibits Coordinator

The Fraser River Discovery Centre (FRDC), in New Westminster BC, is an interpretive centre and not-for-profit organization whose mission is to inspire stewards of the river through exhibits, education programs, and special events. The FRDC is seeking an organized, dynamic individual who is passionate about connecting with the community.

### SUMMARY

Reporting to the Director of Operations, the Engagement and Exhibits Coordinator is responsible for coordinating public programs and supporting the development and delivery of events such as RiverFest and Hall of Fame. The Coordinator provides support for the development and delivery of speaker series such as Fraser River Dialogues, Faces of the Fraser and Biodiversity. They assist with the day-to-day operations of the Centre, development of permanent and temporary exhibits, and exhibit maintenance. The Coordinator also provides support for graphic design, supervision of volunteers and temporary staff and assists with communications by coordinating the FRDC's social media channels.

### RESPONSIBILITIES

- Public programs and events
  - Coordinate monthly family programs
  - Event staff/volunteer recruitment, training, supervision and scheduling
  - Event coordination for Riverfest
  - Provide logistical support for FRDC special events and programs from conception to completion, including planning, promotion, setup, takedown, registration, and all logistics
  - Develop and maintain records management for each event and exhibit development
- Exhibits
  - Contribute to the development of the FRDC's exhibit plan and interpretation plan
  - Primary and secondary research for new or existing exhibit themes
  - Update existing exhibit text and/or graphics as required
  - Coordinate travelling exhibits
  - Exhibit maintenance as required including cleaning, text and graphic panel updates, retrofits and audio/visual maintenance
  - Maintain exhibit supplies and equipment including purchasing, archiving, maintenance and asset inventory
- Marketing and communications
  - Coordinated with Director of Operations and Director of External Relations and Development including but not limited to:
    - Print and digital media
    - Website
    - Social media (daily posts, ad campaigns, tracking statistics & metrics)
- General duties
  - Maintain and develop relationships with collaborators and partners
  - Assist with educational programs as required
  - Front desk duties as required

## QUALIFICATIONS

### Required

- Minimum 1 year event assistance/management and exhibit development experience with not-for-profit organizations or equivalent
- Post-secondary degree in related discipline or equivalent (e.g. Tourism, Museums, Business, Marketing, etc.)
- Interest in the fields of education, STEM, museum studies and/or public programming, or other relevant fields
- Interest in science communication and informal education
- Ability to work effectively and efficiently independently, and as a collaborative team member
- Proficient in Microsoft Office Suite; graphic design software such as Canva, Photoshop, or InDesign; Wordpress; and JotForm
- Demonstrated initiative and innovation
- Demonstrated graphic design skills
- Demonstrated writing skills, including content for publication
- Experience working with diverse audiences and team members
- Ability to manage time effectively, and multitask while under pressure to meet deadlines
- Excellent interpersonal communications skills, both verbal and written

### Desired

- Familiarity with social media management and coordination
- Experience working in a reception or front-of-house role, including answering phones and in-person inquiries
- Valid Class 5 Driver's License (or equivalent)
- Experience working with volunteers
- Proficiency in a second language

The Fraser River Discovery Centre hires on the basis of merit and is strongly committed to equity and diversity within its community. The FRDC encourages applications from women, visible minority group members, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

**RATE:** \$21/hour plus benefits.

**HOURS:** 37.5 hours per week; 8:30 to 4:30 Tuesday to Saturday. Occasional weekends, holidays and/or evening shifts.

**APPLICATION DEADLINE:** May 30<sup>th</sup>, 2022.

To apply, please email résumé and covering letter using the subject line "Engagement and Exhibits Coordinator" to:

Karen Lee, Director of Operations

[hr@fraserriverdiscovery.org](mailto:hr@fraserriverdiscovery.org)