

Job Title: Museum Coordinator

Reports to: Executive Director

Status: Full-Time; Permanent

Start Date: ASAP

Hours: Monday to Friday, 9:00am to 4:30pm (shifts may be required outside these hours)

Salary: Negotiable (\$45,000 to \$55,000)

Closing Date: Open until a suitable candidate is found.

Summary of Position:

The Museum Coordinator is responsible for a wide range of administrative, office management, volunteer, and event functions at the Chilliwack Museum & Archives. The Museum Coordinator is a highly collaborative professional, working in consort with a dynamic team of colleagues. The Museum Coordinator serves as an important representative of the Chilliwack Museum and Archives, acting as a liaison with the public on matters pertaining to Chilliwack's history and material culture.

Duties & Responsibilities:

1. Office Administration

- Responds to public inquiries via phone, email, and in-person;
- Responsible for general office supply orders for both the Museum and Archives building staff;
- Responsible for liaising with the janitorial team and ordering janitorial supplies;
- Responsible for all opening and closing functions of the Museum and monitoring the security cameras;
- Ensures that health and safety guidelines are met; completes facility safety and first aid kit inspections;
- Front desk coverage as required.

2. Executive Director & Board Support

- Coordinate and attend all CMA Team meetings, including preparing agendas, distributing meeting materials, and, taking and distributing meeting minutes;
- Assist the Executive Director with grants and reports by gathering supplementary information and gathering supporting documents;
- Coordinate and attend all CMHS Board meetings, including drafting agendas, writing reports, assembling and distributing all meeting materials, and taking meeting minutes;
- Prepare written reports or articles for the Society's publications and the general public, or for internal reporting purposes.

3. Gift Shop Management

- Oversees the administration of the Museum Gift Shop, including, managing a budget; ordering inventory, updating the inventory system, and tracking sales; processing customer payments; fulfilling online orders, updating the online store; and completing reports.
- Participates in the hiring process, trains, and supervises the Museum Attendants.

4. Event and Rental Coordination

- Work collaboratively with the museum team to plan, promote, and organize major events, including, but not limited to: Exhibition opening receptions, annual fundraiser, the Annual General Meeting, and the Christmas Craft Fair.

- Act as the point of contact for the Museum's rental program and offerings - respond to rental inquiries in a timely fashion; provide details on the rental packages, pricing, and availability; book rentals and facilitate the completion of paperwork and requirements – including collecting deposits, creating invoices; ensuring permits and insurance documents are submitted at the appropriate time.

5. Volunteer Coordination

- Recruits, trains, coordinates, oversees, and provides support to the Museum & Archives volunteer base;
- Organizes volunteer recognition events and activities.

6. Membership Coordination

- Support the development and coordination of strategies to strengthen and grow the CMHS's membership program;
- Oversee the day-to-day coordination of the CMHS's membership program: function as a liaison between the Museum and its members; answer queries in a timely fashion; provide information on membership levels; update membership records on a consistent basis;
- Develop, write, and distribute an online newsletter on a quarterly basis to the membership.

7. Other

- Other responsibilities as assigned by the Executive Director.

Qualifications & Skills:

1. University degree, in Business Administration, Office Administration, or another related discipline. An appropriate combination of education and experience may be considered;
2. 2-3 years experience in an office management role, or proven experience and capacity to thrive in such a role;
3. Experience working with and coordinating volunteers;
4. Experience working with a Board of Directors in a not-for-profit environment preferred;
5. Experience with event coordination would be considered an asset;
6. Working knowledge of Robert's Rules of Order would be considered an asset;
7. Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy;
8. Able to work with minimal supervision; works well independently and as a team; flexible;
9. Strong organizational and time management skills.

The successful candidate will be required to submit a clear criminal record check.

The Chilliwack Museum and Archives is an equal opportunity employer. All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Maurice
Executive Director, Chilliwack Museum & Archives
shawna@chilliwackmuseum.ca

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.