

## Programs Assistant Vancouver Maritime Museum

### About Us:

The Vancouver Maritime Museum is dedicated to inspiring people with the stories of the Pacific and Arctic waters and the ways in which they shape human lives. Through our programs and exhibits, we cultivate views of maritime history informed by diverse perspectives, partners, and voices. We are one of the major maritime museums on the west coast of North America and one of Vancouver's flagship cultural institutions.

We seek to:

- Create **powerful experiences** that are **accessible and inclusive**
- Address **racism, and colonialism** in our work
- Make learning fun by approaching all we do with a sense of **play, interactivity, curiosity, and joy**
- Work **collaboratively** in all we do
- Ensure **respectful treatment** of belongings and stories
- Advance research through **public access** to archives and collections

We are looking to fill the permanent full-time position of Programs Assistant. This is an exciting opportunity for a creative and energetic individual who wants to make an impact in a dynamic non-profit environment. The position is supervised by the Programs Coordinator and works collaboratively with the Programs Supervisor.

This is a Permanent Full-Time union position with benefits (extended health and dental care, pension, and employee savings plan), as laid out in the Collective Agreement between CUPE 15 and the Vancouver Maritime Museum Society. **The position is five days (35 hours) a week, schedule Tuesday-Saturday with some evening work required. Pay Grade 15, Step 1 (\$19.46).**

You will be playing a key role in the development of the museum education department, be part of a great team of committed and passionate people and will be working in one of the most beautiful locations in Vancouver. This is an opportunity to have a significant impact on Vancouver's cultural landscape. As one of the City of Vancouver's core cultural institutions, we play a leading role in the implementation of the City's Culture Shift plan <https://vancouver.ca/parks-recreation-culture/culture-shift.aspx>

This position involves the delivery of school and public programs and the training and coordination of volunteers involved in the progress. In addition, the Program Assistant manages all program bookings and coordinates outreach events. This role will require strong public speaking skills, a general interest in working with children, and an overall passion for education.

### Examples of Work

- Delivers and supervises programs and tours.
- Responsible for developing specifically assigned programs.
- Assists in the training and coordinating of volunteers and auxiliary staff conducting programs.
- Performs clerical tasks related to programs such as processing school invoices, maintaining time sheets for auxiliary-staff, preparing statistics, scheduling attendance and similar tasks.

### Required Knowledge, Abilities and Skills

- Interest in maritime history and culture.
- Sound knowledge of the methods, practices, techniques, and procedures used in teaching and training children and adults.
- Ability to train, schedule, assign, check, supervise part- time subordinates and volunteers engaged in programming.
- Ability to assist in the development and implementation of programs and to develop programs of a less complex nature.
- Ability to follow verbal and written instructions, and function effectively without direct supervision when required.
- Ability to communicate effectively verbally with children and adults.
- Ability to establish and maintain simple records and to follow established procedures and maintain effective working relationships with internal and external contacts.

### Desirable Training and Experience

University or college graduation in a discipline related to social sciences, museum studies, theater and fine arts, or equivalent experience. Considerable experience related to education, training and organizational-related experience working in a Museum, Interpretive Centre, Heritage and Cultural Site, Art Gallery, School or equivalent combination of training and experience is highly beneficial.

### Required Licenses, Certificates and Registrations

Interested applicants should submit a resume and cover letter to the email address below. Please write "Programs Assistant Position" in the subject heading. No telephone calls please.

Kanchan Lal, Programs Coordinator  
[education@vanmaritime.com](mailto:education@vanmaritime.com)

Deadline 11:59PM on Sunday January 29<sup>th</sup>, 2023.