



Assistant Museum Education and Event Coordinator

Summer Job Posting

Golden & District Historical Society

About the Golden & District Historical Society

The Golden & District Historical Society is committed to preserving, promoting, and presenting the diverse history of Golden and its neighbouring communities. Our guiding principles are to inspire curiosity, involve our community, and share our story.

Purpose

The Assistant Museum Education and Event Coordinator (AMEEC) is passionate about community focused events, enjoys collaboration, and has an interest in history.

Answering to the Executive Director (ED), the AMEEC assists in the development of community events, educational programs, and community outreach campaigns related to the Golden Museum's mandate. In addition, they will assist in the day-to-day running of the Golden Museum and Archives. Because the needs of the museum change on a regular basis, this position is best suited for someone capable of adapting to meet shifting needs and that can work independently.

Skills & Attributes for Success

- Highly organized
- Flexibility – you can adapt to contribute to different projects
- Strong interpersonal and communication skills
- Ability to work independently or within a group setting
- Eagerness to learn and improve upon skills
- Previous event planning experience is an asset
- Previous educational planning experience is an asset

Responsibilities

1. Plan, Coordinate, and Support Events
 - Planning Canada Day and the Fall Faire, along with any other events that may present
 - Working with the ED on funding applications and sponsorship requests
 - Collaborating with local community organizations
 - Contacting suppliers
 - Offering support during the events, if events happen during time of employment
2. Work with the ED to develop On and Off-Site Educational Programs
 - On-site educational activity packages for children of two age groups, including activities like artifact scavenger hunts, word searches based on Golden's history, coloring pages, etc.

- Off-site educational packages for Elementary School Classes, including portable exhibit kits (What's in the Trunk?)
 - Off-site educational presentations for elderly community members in care homes.
3. Provide support for the day-to-day operations of the Golden Museum and Archives
- Opening and closing the museum
 - Operating independently on certain days
 - Greeting visitors
 - Gift shop tasks, including handling the PoS system and inventory
 - Administrative tasks, including answering phones, checking emails, etc
4. Provide support to the Summer Camp program
- Help supervise field trips if necessary
 - Emergency coverage for sick days
 - Additional support if needed

Working Environment

- This position reports to the Executive Director
- Work will happen in both a team setting and independently, sometimes working alone for extended periods of time
- This job includes sitting for extended periods of times, as well as lifting items under 50 lbs, walking, bending, and standing
- Interacting with visitors and community members
- Diverse workload that will change from day-to-day
- Set hours, to be agreed upon, with at least one weekend day a week to be worked.
- The main workspace will be the Golden Museum and Archives, but may require work offsite.

What We Offer

- \$22/hour, 35 hours a week plus 4% vacation pay
- 12 weeks of employment, starting May 29th and finishing August 18th
- Paid Time off in lieu of overtime
- Flexible, negotiable schedule
- 30% employee discount at our gift shop

Application Deadline: April 28th, 2023

Please note: This position is dependant on Canada Summer Jobs Funding. All applicants must meet the eligibility requirements of the funder, found on their [website](#).

A Vulnerable Sector Police Reference Check is required.

Please apply with a cover letter and resume.

Applications can be submitted to Brittany Newman at museum.golden@gmail.com or be dropped off in person at the Golden Museum, 1302 11th Avenue South, Golden BC, V0A 1H0.