

Tumbler Ridge Museum Foundation: Position Posting



Position Name: Summer Programs Lead

Internship (22 weeks at 40 hours/week) Must be available for the entire term of the contract. Flexible start date.

Successful applicants will be required to reside in Tumbler Ridge
Remuneration: \$18.50/hour

The Tumbler Ridge Museum Foundation collects, researches, archives, and displays over 300 million years of Peace Region history, from early examples of marine life, dinosaurs, and the ice age, to First Nations and Metis, early explorers, mining, and the founding of the town. Detailed information about the museum can be found at www.trmf.ca.

Tumbler Ridge is a remote community located in the foothills of northeast British Columbia. In 2014 the community received a UNESCO Global Geopark designation due to its internationally important geological, palaeontological, and heritage resources. The area is known for its extensive hiking trails and is the waterfall capital of the north. More information about the Geopark can be found at www.tumblerridgegeopark.ca.

Job Description:

The Summer Programs Lead will report to the Executive Director. Their role is to assist in the development and delivery of summer programs including education, summer camps, drop-in programs, and to support special events. They will work with the Executive Director through a mentor/mentee relationship to identify resources, address museum goals, and lead a small team of seasonal programs staff. Weekend work and some evenings are a requirement for this position. TRMF summer programs have a strong focus on palaeontology and include local biodiversity, human heritage, and history to round out our regional interpretation activities.

This is a Young Canada Works at Building Careers in Heritage position. Candidates must be a recent or underemployed university graduate and enrolled in the YCW program. Start date subject to funding approval.

Responsibilities:

- Plan, coordinate, supervise, and deliver public summer programs including onsite and online as required.
- Lead a small team of summer programs staff – assist with training, coordination, and scheduling.
- Assist in the development of outcomes and performance measures for all programming activities.
- Identify and prepare program materials or kits for drop-in and camp activities.
- Process registrations and payments.
- Organize set-up and clean-up activities.
- Manage program bookings.
- Maintain records and provide statistical data.
- Assist in the development and distribution of marketing materials as related to programming.
- Assist with monitoring and maintaining museum plots in the neighbouring Community Garden.
- Deliver gallery tours when needed.

- Participate in enhanced cleaning activities including the sanitization of workspaces, shared materials between use (scissors, tape, glue bottle etc.) and other shared spaces throughout the museum as required.
- Assist visitor services with coverage when needed (breaks, lunch),
- Assist with special events and other museum-related duties as assigned by the Executive Director.

Qualifications:

To be considered for this position, you will be asked to provide evidence of:

- Registration as a candidate with Young Canada Works at Building Careers in Heritage Program.
- Graduate from a recognized post-secondary program in a related field of study: education, early childhood development, palaeontology, geology, history, museum studies.
- Previous experience in working with children aged 4 – 13 would be considered an asset.
- Demonstrated experience in supervising and instructing others, and leading group learning.
- Be comfortable speaking to small and large groups of people of all ages.
- Strong computer literacy, with proficiency in Microsoft Word and Excel.
- Experience with online meeting platforms like Zoom would be considered an asset.
- Experience with using design and marketing platforms like Canva would be considered an asset.
- Demonstrate a natural curiosity and enthusiasm to share that curiosity.
- Excellent written and oral communication skills, particularly with regard to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels and explain scientific concepts to different audiences.
- First aid certification would be considered an asset.
- Although not mandatory for this position, a second language would be considered an asset.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment and be legally entitled to work in Canada.

The Tumbler Ridge Museum Foundation adheres to all Public Health Orders and has a COVID-19 operating policy. All employees are expected to be active participants in keeping the museum a clean and safe environment for all visitors and fellow staff.

The Tumbler Ridge Museum recognizes that Canadian museums have a responsibility to support a society that respects diversity and fosters accessibility, respect, and inclusion. We encourage applications that support a diverse and multi-talented workforce. Only qualified applicants will be contacted.

The position is dependent on funding.

Applicants should submit a resume and cover letter to: manager@trmf.ca