



## **Job Title: Programs and Events Coordinator**

### **Reports to: Executive Director**

Full time until July 31, 2024.

40 hours \$25.15/hour

POMO Museum and Port Moody Heritage Society collects, preserves/conserves, studies, exhibits, and interprets artifacts and information relating to the settlement of the region at the head of Burrard Inlet. The collections consist of artifacts acquired and preserved for their historical, cultural, intangible, or tangible significance.

We acknowledge our location on the unceded territories of the Coast Salish speaking peoples, with whom we are actively working to develop strong relationships.

### **Job Summary**

Develop and coordinate events and programs for individuals, private organizations, and members of the public. Share the heritage of Port Moody with individuals and groups through the development of events and programs

### **Key Job Duties and Responsibilities**

#### **Managing:**

- Train summer staff and part time staff as needed, assist in development of volunteer training methods.

#### **Events and Programs:**

- Develop event and program plans that promote the mission, vision and mandate that complement, when possible, exhibition plan
- Develop copy for marketing materials (i.e., dates, times, locations for events/programs, graphics when possible); assist team in creation of marketing materials.
- Develop and deliver, or cause to be delivered educational 'learning' programming and materials in line with BC curriculum.
- Build relationships with teachers, schools, professors, and target groups for the promotion of programming and materials.

- Plan and coordinate special events both at the museum and off-site: plan activities, develop budgets; organize staff and volunteers.
- Work with partners/sponsors to deliver events.
- Review all marketing for events and programs before published for accuracy and clarity. Use provided brand guidelines to ensure cohesive brand identity.

### **Other Duties**

- Generate tie-in shop items for exhibitions and learning programs (i.e., books, pictures, and activities related to long-term exhibitions, take-home versions of popular programs).
- Assist with the development and execution of exhibitions.
- General assistance as needed.

### **Supervisory Responsibilities**

#### Direct Reports:

- Summer staff
- Event staff and volunteers

#### Indirect Reports (if issue arises)

- General Staff
- Volunteers

### **How to Apply**

Email up-to-date copy of resume/CV and cover letter to [ed@pomo.museum](mailto:ed@pomo.museum)

Position will be posted until filled.