



MARKETING & COMMUNICATIONS MANAGER

The Vancouver Police Museum & Archives is seeking a Marketing & Communications Manager to oversee the VPMA's marketing program, website, and social media presence.

The Vancouver Police Museum & Archives are operated by the Vancouver Police Historical Society, non-profit society, and registered charity. The mandate of the Museum is three-fold:

- to collect, preserve and interpret the history of the local law enforcement, the Coroner's Services, and the history of the City Analyst's Lab within the context Vancouver's growth and development
- to provide a resource for those examining the role of the Vancouver Police Department across time and culture
- to provide educational opportunities to explore the sciences involved with policing

DESCRIPTION OF THE POSITION

Working under the supervision of the Executive Director, the successful candidate will be responsible for managing the museum's social media platforms, website, blog, newsletter, and promotional materials. Duties and responsibilities for this position are as follows:

- Design and production of marketing and promotional materials both online and in print for exhibitions, programs, events, and general information about the museum
- Responsible for updating and managing VPMA's website including exhibition and event page creation, promotional web banners, liaison with third-party ticketing systems, and overseeing VPMA's Blog pages
- Write and post social media content for the museum related to programs, exhibits and events, in liaison with the Executive Director, Curator, and Program Manager
- Coordinate and manage VPMA's monthly newsletter including collating content, managing mailing list, and designing layout
- Assist with education programs and events including setting them up, working with volunteers, and engaging with the public



- Manage all press and publicity opportunities for the museum, ensuring local, national, and international exposure through targeted listings and promotions
- Other duties as required

POSITION REQUIREMENTS

- Completion of Grade 12 or equivalent, as well as a Bachelor's Degree in marketing, communications, film, history, english, or a related discipline
- A background or interest in marketing & communications
- Excellent communication, interpersonal, and problem-solving skills
- Detail-oriented
- Computer literacy, including Google applications
- Experience with social media creation and management
- Photography skills including shooting, lighting, and editing
- Experience with WiX or a similar website design program is an asset
- Self-starting work ethic and excellent time management skills
- Ability to work as part of a team and independently

The successful candidate will work 22 hours per week between Thursday and Sunday, with a minimum one weekend day each week, beginning late July 2024. Hours will typically be 9:00am-5:00pm with some evening shifts for event coverage as needed. The hourly rate of pay for this position will be \$19.00 per hour +4% in lieu of vacation. A criminal reference check is required.

HOW TO APPLY

Please forward your cover letter and resume by email to:

Christie Strauss, Executive Director
Vancouver Police Museum & Archives
240 East Cordova Street, Vancouver, B.C. V6A 1L3
director@vancouverpolicemuseum.ca



Submission deadline is 5pm on Monday 1st July, 2024.

Only shortlisted candidates will be contacted. Interviews will take place onsite, on the 7th of July, 2024.

The Vancouver Police Museum & Archives is an equal opportunity employer. We are committed to equal employment opportunities regardless of race, colour, religion, national origin, sexual orientation, age, marital status, gender identity, or Veteran status.