



## **Tumbler Ridge Museum Foundation: Position Posting**

Position Name: Programs & Events Coordinator

Posting Date: March 13, 2024

Closing Date: Open until filled.

Job Status: Full Time (40 hours/week, Thursday - Monday)

Successful applicants will be required to reside in Tumbler Ridge  
Remuneration: \$20 - \$22/hour, benefits package available after three months.

The Tumbler Ridge Museum collects, researches, archives, and displays over 500 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](http://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](http://www.tumblerridgegeopark.ca).

### **Job Description:**

The Programs & Events Coordinator is responsible for the development and delivery of curriculum and STEAM-based education programs, public programs, and events for diverse audiences on the subjects of palaeontology, and the history and heritage of Tumbler Ridge and the Peace Region. They will collaborate with the curatorial department for education resources and knowledge, and with visitor services for marketing, bookings, and payments. They will collaborate with all departments to coordinate volunteer work. Weekend work and some evenings are a requirement for this position, as is travel and program delivery in municipalities throughout the Peace River Regional District. The Programs & Events Coordinator will report to the Executive Director.

### **Duties & Responsibilities:**

- Conduct research to support the development of educational and interpretive program materials.
- Implement a variety of learning strategies to engage diverse audiences in museum-related programming.
- Develop outcomes and performance measures for all programming activities.
- Regularly evaluate programs' performance to ensure goals and objectives are being achieved.
- Be comfortable speaking to small and large groups of people of all ages.
- Maintain records and provide statistical data and reports as required.
- Assist in the development and distribution of marketing materials as related to programming.
- Maintain regular contact with programs stakeholders, both internal and external, for the purposes of collaboration and promotion.
- Manage program bookings and coordination of staff and volunteers.

- Ensure timely invoicing and payment processing.
- Ensure privacy requirements are maintained at the highest level.
- Train, monitor, and manage summer students (programs).
- Monitor and maintain museum plots in the neighbouring Community Garden.
- Proactively maintains site security and assists in emergency planning and management for onsite and offsite programming activities.

### **Education Programming**

- Research, design, and deliver museum education programs including field trip experiences and online resources to enhance BC education curriculum content.
- Build and maintain relationships with educators.

### **Public Programming**

- Research, design, and deliver museum public programs for children, youth, adults, and seniors, identifying and addressing the needs of the community. This may include special needs and special interest groups.
- Manage summer programs such as drop-in activities, guided gallery and tracksite tours, and summer camps.
- Coordinate with other museum departments to identify opportunities for guest speakers and other one-off programs.
- Work with community partners for outreach opportunities. Including but not limited to: the Tumbler Ridge UNESCO Global Geopark, the District of Tumbler Ridge, TR Days Society, the Tumbler Ridge Community Arts Council, the Wolverine Nordic and Mountain Society.

### **Event Coordination**

- Plan and coordinate special events at the museum and off-site including annual fundraiser.

### **Volunteer Management**

- Work with museum departments to identify volunteer opportunities and develop job descriptions.
- Develop and implement a screening process for volunteer applicants.
- Maintain a volunteer database tracking contact information, volunteer interests/roles, and hours logged.
- Coordinate with museum departments for volunteer scheduling.

### **Administration/Other**

- Assist in maintaining tidiness and in cleaning activities of all public and non-public spaces.
- Implementing and monitoring all museum standards, policies, procedures and guidelines pertaining to activities.
- Assist with visitor services and other museum-related duties as assigned by the Executive Director.

### **Qualifications:**

- A degree or diploma in Education, Earth-Sciences, History, Museum Studies, or related field of study. Or equivalent work experience.

- Valid driver's license and clean abstract. Must have own vehicle.
- Applicants must have a clean criminal record and vulnerable sector check prior to employment.

### **Professional Experience:**

- A minimum of two (2) years' experience in program development and delivery, museum experience considered an asset.
- Experience in working with children aged 6 – 13 required, experience in early childhood education considered an asset.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Proficient use of Microsoft Office products including Outlook, Word, and Excel
- Experience working in a wilderness setting.
- Proven supervisory and leadership experience.
- CPR-C and First Aid is an asset.

### **Personal Traits:**

- Natural curiosity and enthusiasm to share that curiosity.
- Creative with enthusiasm to test new ideas.
- Excellent written and oral communication skills, particularly with regards to public speaking and presentation delivery.
- Ability to interact with people from a variety of backgrounds and educational levels, with the ability to explain scientific concepts to a variety of audiences.
- Ability to work in a team environment with little direct supervision.
- Demonstrated community involvement.

Please send your resume and cover letter to [manager@trmf.ca](mailto:manager@trmf.ca) with the title "TRMF – Programs Coordinator".

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.