



Carr House Community Society is seeking an Event and Program Coordinator for a temporary contract (30 hours per week, \$24 per hour, for 48 weeks). Candidates must meet Young Canada Works eligibility requirements included below.

Carr House Community Society (CHCS) operates Emily Carr House, the provincial and national historic site where Canadian artist and author Emily Carr was born and raised. The site is in on the traditional territories of the Lək'wəŋən speaking people in Victoria BC. CHCS staff and volunteers offer guided tours, public programs, and events to share the life and legacy of Emily Carr and encourage visitors to explore their own creativity.

The Event and Program Coordinator will manage the calendar of events and programs at Carr House Historic Site and will be responsible for scheduling, promoting, planning, and evaluating public programs and events. The Event Coordinator will work closely with program instructors and community partners to ensure Carr House programs and events are well-organized and successful.

The Event and Program Coordinator will:

- Promote programs by creating content including media releases, advertisements, and posters, and social media posts
- Monitor program registrations and ticket sales; respond to requests for information
- Plan future programs and establish new community partnerships to enhance Carr House programming
- Prepare special events including members only events and annual community events
- Evaluate and report on programs
- Lead programs and events including guided tours and educational programs for youth
- Work closely with staff and volunteers to provide quality visitor experiences

The ideal candidate will be a recent university or college graduate interested in a career in heritage, culture, or tourism and will possess the following qualifications:

- Strong written and oral communication skills (English is essential, a second language is an asset)

- Attention to detail and strong organizational skills
- Comfort with public speaking and being in a leadership role
- Strong problem-solving skills and adaptability
- Experience in a museum, heritage site, or arts organization is an asset

30 hours per week

Wage: \$24.00 per hour

Contract Length: 48 weeks from April 29, 2025, to March 2026

To apply: Submit a cover letter and resume to carrhouse@telus.net with “Event and Program Coordinator Application” in the subject line.

Application Deadline: Saturday, April 5, 2025

Please note the following before applying for this position:

Carr House is a historic building with accessibility limitations. The Event and Program Coordinator will work in the programming space accessed by a set of stairs.

Young Canada Works at Building Careers in Heritage (YCW BCH) is an internship program for unemployed or underemployed college or university graduates. The program is designed to help graduates make the transition from college or university to the workplace, allowing them to hone their professional skills and begin a career in the heritage, arts and cultural sectors.

The successful candidate must meet the following YCW eligibility requirements:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible);
- are legally entitled to work in Canada (have a valid social insurance number);
- are between 16 and 30 years of age inclusively at the start of employment; and
- are a college or university graduate (certificate, bachelor's, master's or doctorate).

Priority will be given to graduates that have not previously participated in YCW internship programs and that are unemployed or underemployed.