



## **Vancouver Island Military Museum**

Centennial Building, 100 Cameron Rd.  
Nanaimo, B.C. V9R 0C8

[oic@militarymuseum.ca](mailto:oic@militarymuseum.ca) | 250-753-3814

### **Education & Public Programs Coordinator**

**Salary: \$60,000 annually, value added benefits**

**Full-time permanent position**

#### **Position Overview:**

The Education & Public Programs Coordinator (EPPC) shares the Vancouver Island Military Museum's values of cultural heritage preservation, relevance, relationship-building, and openness. A passionate educator and community builder, they will develop engaging and accessible educational experiences that connect diverse audiences with Canadian Military History, the human experience of war, and the local community connections that VIMM holds in its collection.

#### **Duties & Responsibilities**

Under the supervision of the General Manager, VIMM, the Education & Public Programs Coordinator is responsible for the creation, development and delivery of safe, engaging, educational programs for school groups and the community at large. These programs will take place both at the Museum site, as well as in the communities across Nanaimo.

Responsibilities will include, but may not be limited to:

- Responsible for the planning and delivery of educational programs and activities that serve to compliment the Museum site and featured exhibits, while accommodating a variety of student and community needs, interests and abilities.
- Responsible for the integration of curriculum-based learning into VIMM's education programs to ensure programs meet the expectations of teaching professionals.
- Works in collaboration with Marketing and Outreach to create dynamic promotional materials for programming outreach.
- Works in collaboration with contract designers to design and create educational materials such as activity sheets, workbooks, photo reproductions and other educational aids for programming.
- Works in collaboration with VIMM's Collections professionals to draw from the Museum's artifact and archival collections, and replica collection; and to create hands-on Object-based Kits that can be distributed to small groups or individuals during a program.



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- Prepare written and oral reports and presentations as necessary.
- May be required to work some evenings and weekends as required.

### **Requirements (Qualifications, Knowledge, Education and skills)**

- Successful completion of a post-secondary program in Education or Museum studies, or equivalent on-the-job experience.
- Minimum 3 years experience in program development, delivery, and coordination in a museum setting.
- Demonstrated experience engaging audiences of varying demographics.
- Experience creating innovative and forward-thinking educational programs.
- Experience supervising and working with volunteers.
- Passion for history, cultural heritage, and community engagement.
- Confident and clear communicator with exceptional interpersonal, written, and verbal communication skills.
- Ability to think critically, employ sound judgement, evaluate situations and engage appropriate parties at varying levels to arrive at solutions.
- High level of professional conduct and discretion.
- Ability to successfully organize, prioritize, and complete multiple planned and unplanned projects, including monitoring project budgets and related admin.
- Proficiency in communication tools (Google Suite, MS Office, Zoom, etc.)
- Ability to lift heavy objects.
- A valid driver's license and use of a vehicle.

The Vancouver Island Military Museum hires on the basis of merit and is strongly committed to equity and diversity within its community. The museum works to be a safe space where all voices are heard and valued, and we encourage diversity in our staff team.

Please email your cover letter and resume to:

**Carina Nilsson, General Manager**

[oic@militarymuseum.ca](mailto:oic@militarymuseum.ca)

If you have any questions about the position and/or the museum, phone:  
250-753-3814

### **Hiring Process**

- 1) Application submission
- 2) Application review



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- 3) Shortlisted candidates contacted for interviews
- 4) Panel interview
- 5) References check and final offer

Application Deadline: January 30, 2026 | Expected start date: March 2, 2026