

## Exhibit and Program Coordinator (Richmond Museum) Job ID: 2026-0062

The City of Richmond is committed to be the most appealing, livable, well-managed community in Canada, a goal that is only made possible by developing our most valuable asset – *our people*. This is a great opportunity to join our team and shape our community. The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. If you are looking to make a difference, and to share our vision “to be the most appealing, livable, and well-managed community in Canada”, then please apply.

### Overview

Under the supervision of the Manager, Museum & Heritage Services, the Exhibit & Program Coordinator is responsible for development, implementation and care of feature and community exhibits in the Richmond Museum galleries and supporting interpretive projects across the City. Key duties include project management, content development, and communications related to exhibits, fund development, and supervising auxiliary staff and volunteers. Success in this position requires experience in building and maintaining strong relationships with community.

### Examples of key responsibilities include, but are not limited to:

- Project managing the development and installation of exhibits; including managing schedules, monitoring budgets, procuring supplies or contractors, coordinating partners, and overseeing setup and tear down.
- Researching and developing exhibit content for Richmond Museum exhibits and other interpretive projects in the City, including developing storyline, interpretive writing, sourcing visual content, artifacts, and props, and overseeing graphic design.
- Collaborating with the Curator of Collections and City of Richmond Archives to identify artifacts and materials for exhibition and ensure their proper display and mounting.
- Working with community partners to support the development of community-led exhibits.
- Maintaining the Richmond Museum gallery spaces, including visitor feedback tablets, donations box, and a/v equipment; and coordinating with Facilities on any building-related issues.
- Promoting exhibitions through news releases and social media, overseeing exhibit photography, and serving as the media spokesperson.
- Collaborating with the Education Programs Coordinator to support exhibit openings and other programming associated with the Richmond Museum.
- Recruiting and supervising auxiliary staff and volunteers.
- Procuring and overseeing contractors;
- Collecting and interpreting Museum statistics on attendance and engagement.
- Supporting fund development by writing grant applications and reports, managing grant budgets and developing sponsorship materials.
- Coordinating the Richmond Museum oral history program.
- Maintaining files, photographs, records and related documentation.
- Attending meetings and presenting information to the Richmond Museum Society and other community groups.
- Performing other related duties as required.

### Knowledge, Skills & Abilities:

- Experience in interpretive planning and content development with a strong understanding of a variety of interpretive

tools used in physical and digital exhibits.

- Ability to write clearly and effectively with excellent interpretive writing skills.
- Experience in managing multi-year projects and budgets exceeding \$100,000.
- Knowledge of artifact care and handling and use of exhibit fabrication equipment.
- Strong understanding of archival research practices.
- Experience effectively supervising staff, volunteers and contractors.
- Strong interpersonal communication and presentation skills and ability to deal tactfully and effectively with elected officials.
- Ability to establish and maintain effective working relationships with staff members, public, community partners and volunteers.
- Experience working with diverse communities and demonstrated knowledge of and commitment to best practices in cultural respect, inclusion and reconciliation.
- Ability to maintain a/v equipment commonly used in exhibits.
- Knowledge of marketing best practices.
- Comfortable public speaking and able to deal with news media effectively.
- Excellent organizational skills with records management abilities.
- Basic understanding of procurement practices.
- Experience conducting oral history interviews.
- Ability to work with minimal direct supervision.

## Qualifications and Experience:

- Completion of a 2 year post-secondary program in a related discipline such as museum studies or history. A Bachelor's degree is preferred.
- Minimum 2 years, and up to, and including 5 years of experience in museum exhibit development including design, fabrication and installation or related discipline..
- Valid Class 5 Driver's License for the Province of British Columbia.

## Additional Information:

Location: Richmond Museum

Employee Group: CUPE Local 718

Position Status: Regular Full-Time

PCC#: 1278

Pay Band: J14

Pay Range/Rate: \$46.85 - \$55.31/hr

Hours of Work: Typical work hours: 8:30am-5:15pm on a compressed work schedule

Flex Blocking System in Effect: This position is on a flexible-blocking schedule. Hours will be scheduled based on operational need and can include daytime, evening, weekdays and weekends shifts of varying lengths as each shift can be extended or shortened by moving blocks of time as required within the pay period. Day shifts will be scheduled if there is no operational need for evening and weekend work.

Internal Closing Date: 3/15/26

External Closing Date: 3/29/26

Openings: 1

*The City of Richmond is an inclusive employer committed to employment equity objectives and invites application from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be*

*contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. No Telephone inquiries, please.*

*This position is restricted to those legally entitled to work in Canada.*