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[» Apply Now](#)**Title** Education Coordinator**Department** Delta Museum & Archives**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-127

Nature & Scope of Work Under the direction of the Cultural Services Coordinator, the incumbent works with staff, committees and volunteers of the Delta Cultural Centre, and partners with community groups, schools, and other cultural and heritage sites to deliver high-quality and dynamic programs of learning and participation. In conjunction with the Delta Cultural Centre Curator, the incumbent is responsible for creating a learning strategy to engage the public in line with the ethos of the Delta Cultural Centre, and for opening up the potential of the museum and archives collections as a learning resource for all ages, working within the Delta Cultural Centre and in the community.

The Education Coordinator develops, implements, delivers and evaluates educational programs and events for school classes, groups or individuals and the general public. They are responsible for the development, care and use of a collection for teaching purposes, and are the liaison between the Delta Cultural Centre and agencies like the Delta School District, other community groups, and individuals regarding educational programs. The incumbent is responsible for assisting in the recruitment, coordination, and supervision of docents and other volunteers to support the Delta Cultural Centre educational programs.

Illustrative Examples of Work

- Ensuring that the Delta Cultural Centre education programs are relevant to the community's needs and meet museum and archives best practices;
- Developing talks, workshops, and activities around specific exhibitions or in response to particular themes or annual festivals, and presenting programs as needed;
- Researching, planning, scheduling, and overseeing a variety of programs that interpret the museum and archives collections, exhibitions, and mandate for various ages and interests;
- Liaising with schools, teachers and the Delta School District to promote the use of collections and activities of the Delta Cultural Centre in line with the provincial curriculum;
- Working with creating and developing educational resources and producing interpretive materials for visitors, schools, families, and special interest groups;
- Assisting in the development of promotional material specific to education programs for internal and external purposes;
- Delivering talks, workshops, and activities and utilizing the support of docents, students, and/or guest speakers;
- Establishing and maintaining an effective system of evaluation of education programs;
- Representing and promoting the Delta Cultural Centre on external educational bodies to help establish a network of useful and productive partnerships;
- Researching, planning, acquiring, and caring for objects, slides, videos, replicas, and photographs for a teaching collection, including: researching, evaluating, and selecting items for acquisition; documenting items for historical and cultural significance; and ensuring the safe storage and proper handling of the collection;
- Recruiting, training, scheduling, and coordination education department volunteers;
- Maintaining education program files, records, and correspondence;
- Adhering to budget;
- Providing metrics and reports to management as required;
- Performing other related work as required.

Required Knowledge, Skills and Abilities

- Knowledge and understanding of the principles, methods, procedures and objectives involved in the coordination, development, implementation and administration of museum programs;

- Demonstrated research and writing skills;
- Excellent oral and written communication skills;
- Demonstrated artistic and creative skills in the development and presentation of programs and materials in a variety of formats for a range of audiences, especially in the use of technology and media to achieve program goals;
- Demonstrated knowledge and ability to use a variety of word processing, cataloguing, and database management software, and digital photography;
- Excellent interpersonal skills, with the ability to effectively engage the community and work collaboratively within a team environment;
- Demonstrated flexibility in adapting to rapidly changing needs and opportunities; ability to work on many projects at one time with the ability to meet deadlines;
- Ability to manage and motivate both a talented volunteer team and occasionally supervise seasonal student workers.

Desirable Training & Experience

- Post-secondary education in a related field (education, history, museum studies, anthropology or similar) and/or a teacher's certificate;
- Five years of demonstrated museum experience focused on developing and presenting successful programming for a variety of audiences, including school groups and the general public;
- Or an equivalent combination of education and experience.

Required Licences, Certificates and Registrations Valid Class 5 Driver's license for the Province of British Columbia.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Non-Standard Work Week

Pay Grade 19

Pay Rates \$29.74, 30.98, 32.25, 33.60, 34.98 per hour

Posting Date 6/26/2019

Posting Closing Date 7/4/2019

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