



## **Public Programs Coordinator - Job Description**

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in BC's fishing industry. The site is operated by the Gulf of Georgia Cannery Society, a non-profit society and registered charity. Working in partnership with Parks Canada, the Society works to preserve the history of the BC fishing industry. Our Society is committed to supporting justice, equity, diversity, and inclusion within our organization and programming. We strive to create an inclusive environment that accommodates diverse backgrounds and abilities.

Under the supervision of the Manager of Audience Engagement, the Public Programs Coordinator is responsible for coordinating special events and facilitating public programming held at the Gulf of Georgia Cannery National Historic Site.

### **Responsibilities:**

- Work with the Manager of Audience Engagement to oversee all aspects of event planning and on-site delivery of seasonal special events, community festivals, and partnership events produced at the Gulf of Georgia Cannery, including but not limited to:
  - Develop partnerships and community connections related to event delivery.
  - Prepare and manage event budgets.
  - Book all performers and participants for various events.
  - Write evaluations and prepare reports of programming and event initiatives
  - Maintain equipment and supplies related to event and program delivery.
- Work with the Manager of Audience Engagement and Visitor Services team to facilitate onsite public programming, including but not limited to:
  - Assist with the development of and facilitate the onsite delivery of workshops, weekend programming, spring break programming and other general informal programming activities onsite.
  - Work with the team to activate the National Historic Site through new and exciting programming opportunities connected to the mission and Strategic Plan of the Society.
  - Booking facilitators, programmers, and performers for onsite programming when required.
  - Work with community partners and conduct outreach to strengthen program relationships onsite.
- Work with the Visitor Services Manager to supervise and coordinate personnel and volunteers
- Work with the Marketing & Communications Coordinator to develop event and program messaging to promote Society activities through social media and elsewhere.

- Support onsite operations via Visitor Services team, which may include acting as back up for Front Desk, Heritage Interpreter or Gallery Attendant positions occasionally.
- Assist with event/program related sponsorships and grant applications as required and conduct community outreach for event/programming support.
- Other duties as required.

**Qualities:**

- You are passionate about delivering quality community events and programs in a historical site.
- You have outstanding relationship building and communication skills.
- You analyze participant feedback and can articulate strategic recommendations.
- You efficiently multitask and effectively solve problems.
- You can work independently and possess an entrepreneurial mindset.
- You are highly adaptable and able to make quick, intelligent decisions based on new information.
- You work effectively in teams as both a leader and a participant.
- You act with uncompromising honesty, integrity and ethics.
- You energize others – lead by example, recognize contributions and celebrate accomplishments.
- You search for opportunities and are willing experiment and take risks.
- You are passionate about education, heritage interpretation, and arts and culture programs.
- You are dedicated to building diversity, inclusivity and fostering reconciliation within our sector.

**Skills:**

- Bachelor's degree in Event Planning, Museology, or Heritage Interpretation or an equivalent combination of education and work experience.
- Experience in production management, event planning, and program development preferably in a non-profit context.
- Knowledge of event industry standards, AV, power, logistics, performer and exhibitor management and contract negotiation.
- Experience working with performers, vendors, community groups and exhibitors required.
- Experience working with the public and children required.
- Experience working with volunteers required.
- Experience with Heritage Interpretation and Museum programming is required.
- Exceptional record keeping and communication skills.
- Proven success record in leadership and managing people.
- Fluent in English. French language is an asset.
- Visually creative with knowledge of design or video editing software is an asset.
- Experience with social media is an asset.
- Access to reliable vehicle required.

**Hours:** Full-Time permanent position at 37.5 hours weekly; this position requires a flexible work schedule that can include evenings, weekends, and holidays to coordinate with programs and event delivery.

**Compensation:**

- \$42,000 - \$44,000 annually commensurate with experience and qualifications.
- Comprehensive benefits package including RRSP matching.
- Ongoing professional and personal development.

Please send resume and cover letter to Krystal Newcombe, Manager of Audience Engagement via email to [krystal.newcombe@gogcannery.org](mailto:krystal.newcombe@gogcannery.org) by August 26<sup>th</sup> 2022. Only shortlisted candidates will be contacted. No phone calls please.

If you are interested in working with us, but see something in this posting that excludes you, please reach out to us. We are committed to decolonizing our practices and creating an inclusive working environment that accommodates all backgrounds and abilities. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, and identification as an Indigenous person.