

position: Museum Program & Promotions Coordinator (summer)

reports to: All senior staff

overall responsibility: coordination of museum summer programs and promotion under the guidance of the Program & Promotions Manager

key areas of responsibility:

- program coordination
 - assist with content development for pre-set programs and events
 - assist with event and program delivery
 - assist with event and program wrap-up and financial reconciliation
- promotion coordination
 - assist with development of promotional material (posters, press-releases, etc)
 - assist with distribution of promotional materials
- visitor services
 - assist with visitor services and administrative duties
- completion of “Heritage Walk” project.

consults with: all senior staff

term of employment: June 23, 2008 - August 30, 2008
40 hrs per week (may include weekends) \$14/hr

the successful applicant will possess the following skills and abilities

- resourceful, innovative, and creative
- dynamic leadership ability
- ability to see the big picture and tend to small details
- professional presentation and design skills
- ability to lead programs for a variety of ages and learning styles
- flair for making a ‘soft-sell’ and ‘up-selling’
- excellent communication skills; verbal and written
- exercises sound judgment
- reliable and professional work standards
- internally motivated and demonstrates initiative
- outstanding customer service skills
- tactful and courteous with the public
- works cooperatively with others and is flexible
- proficient with MS Office; especially Word, PowerPoint, and Excel
- knowledge of Adobe Photoshop an asset

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experience:

- minimum of two years post-secondary education
- program and event development and delivery experience
- a variety of experience working with public (children, families, adults, etc.)

This position is made possible with funding from the Government of Canada's Young Canada Works in Heritage Program, administered by the Canadian Museums Association (CMA). Thus, the successful candidate must meet the following criteria:

- be legally entitled to work in Canada;
- be a Canadian citizen, permanent resident or have refugee status in Canada;
- be between 16 and 30 years of age at the start of employment;
- be registered in the YCW candidate inventory (www.youngcanadaworks.ca);
- be willing to commit to the full duration of the work assignment; and
- not have another full-time job (over 30 hours a week) while employed with YCW.
- have been a full-time student (as defined by their educational institutions) in the semester preceding their job with YCW; and
- intend to return to full-time studies in the semester following their job with YCW.

Immediate opening. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted. Please forward resumes with cover letters to:

Personnel Committee, Whistler Museum and Archives, Box 1122, Whistler, B.C. V0N 1B0
Fax: 604-932-2077, email: info@whistlermuseum.org, www.whistlermuseum.org