

CITY OF BROCKVILLE



JOB DESCRIPTION

POSITION: Interpretation and Public Program Coordinator

DEPARTMENT: Museum

REPORTS TO: Museum Curator/Director

PURPOSE AND SCOPE:

Reporting to the Museum Curator/Director, the Interpretation & Public Program Coordinator is responsible for the development, coordination, implementation, and evaluation of a comprehensive schedule of activities, outreach initiatives, educational and public programming and heritage interpretation centered on Brockville's history and the museum's mission. Targeting a wide range of audiences, the Interpretation & Public Program Coordinator plays a key role in increasing awareness, understanding and appreciation of the community, the museum, and Brockville's history.

DUTIES AND RESPONSIBILITIES:

Public Programming (50%)

Conceive, develop, coordinate, implement, and evaluate a community programming and activity schedule that includes talks, tours, lectures, programs, and special events, which support the museum's mission to enhance well-being and strengthen the community's social and human capital.

- Tasks will include scheduling guest speakers, making presentations, delivering programs, creating hand-outs, coordinating registration procedures, liaising with community partners and sector professionals, developing marketing materials, coordinating volunteer needs, researching and developing programming materials and activities, maintaining records and statistics, supervising summer programming students, and engaging in public speaking opportunities to promote public programs and the museum. A sample of activities might include developing a Lecture Series, Walking Tours, Virtual Content, and Hands-on Workshops.

Outreach Activities (15%)

Develop, coordinate, conduct, and evaluate outreach activities that increase the visibility, awareness, and support of museum programs and services. Includes seeking out and developing partnerships that support the museum's mission to provide inspiring, inclusive, and collaborative experiences, as well as developing the museum's volunteer program.

- Tasks will include seeking out and engaging in public speaking opportunities, representing the museum at community events, hosting pop-up displays, conducting media interviews, recruiting, training, and supervising volunteers, and developing partnerships with

community organizations and local businesses.

Senior Programming (15%)

Conceive, develop, coordinate, implement, and evaluate regular programming opportunities that are delivered to seniors in long-term care facilities, hospitals and/or Senior Residences.

- Tasks will include using museum archives and artifacts in a safe and effective manner, researching and developing interactive programs that respond to the interests and needs of the audience, travelling to various locations to deliver programs, interacting with vulnerable members of the community, liaising with facility operators to coordinate schedules and respond to needs, producing reports and maintaining records and statistics.

Youth Educational Programming (10%)

Conceive, develop, coordinate, implement and evaluate a thorough offering of educational programs which respond directly to the needs of teachers and students as they relate to the Ontario Curriculum and which can be delivered in a traditional or non-traditional setting, on site, on the road, or online.

- Tasks will include using museum archives and artifacts in a safe and effective manner, researching and keeping abreast of relevant provincial and local school curriculum, communicating with teachers, district personnel and home school organizations, connecting current museum exhibitions to relevant curriculum and programs, producing marketing material relating to program offerings, developing annual schedule of programs in partnership with local home school organizations, researching, developing and delivering creative curriculum-based programs to audiences at both the museum and at various schools throughout the region as required, working within a limited budget, maintaining records and statistics, maintaining an educational artifact collection and monitoring programming supplies and materials.

Group Tours (5%)

Conceive, develop, coordinate, implement and evaluate incoming group tour services.

- Tasks will include developing tour group offerings, liaising with tour operators, booking groups, coordinating volunteer needs, delivering programming, following-up, and invoicing. Groups might include bus tour companies, cruise lines, private small groups, and conference groups. Offerings might include self-guided museum tours, walking tours, and step-on bus tours.

The Interpretation and Public Program Coordinator will be an active member of the museum team and is expected to provide input with regard to museum activities, exhibits, policy and procedures as well provide assistance with regular museum functions as required while fostering an environment of exceptional visitor services. (5%)

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- A post-secondary degree in history, social sciences, museum studies, education or related discipline.
- Sound knowledge of interpretive programming techniques.
- Have demonstrated knowledge of proper museological techniques for handling artifacts.
- Be able to demonstrate the ability to communicate effectively in an engaging manner.
- Demonstrate initiative, creativity, productivity, efficiency, and organization.
- Excellent interpersonal, written, and verbal communication skills.
- Excellent organizational, time-management, reporting, and problem-solving skills, with the ability to multi-task and work independently as well as in a team setting.
- Be willing to work flexible hours, including evenings and weekends and able to cope with a changing working environment and conditions.
- Be able to perform physical work.
- Work with limited financial resources.
- Build successful partnerships with community organizations and businesses.
- Committed to providing superior customer service.
- Proficient in Microsoft Word, Excel, and Outlook.
- A valid "G" class driver's license and access to a vehicle to carry-out off-site programming

Asset (Preferred) Qualifications:

- First Aid, CPR and WHIMIS Training
- Bilingualism (French and English)
- Knowledge of Brockville and its history
- Experience working in a municipal government structure

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Two (2) years of interpretive or educational experience in a museum environment.
- Experience working with the Ontario curriculum
- Experience working with Ontario museum standards, specifically as they pertain to Interpretation and Education.

SUPERVISION:

- 20-60 occasional volunteers

WORK ENVIRONMENT:

- Typical office environment.
- Frequent evenings and weekends

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.