



CAREER OPPORTUNITY EDUCATION AND PROGRAMMING COORDINATOR

FULL-TIME – PERMANENT POSITION

The Town of The Pas is currently seeking a creative, community-minded, and organized individual to join the Sam Waller Museum team as Education and Programming Coordinator. This is a full-time, permanent position responsible for the development and delivery of educational programs, community outreach, and cultural events that bring the museum's exhibits and collections to life.

SKILLS AND QUALIFICATIONS:

- A bachelor's degree. Museum studies, history, or a related field is an asset.
- Experience in educational programming, a museum, or artistic talent is an asset.
- Excellent verbal and written communication skills, and public speaking skills.
- Ability to maintain confidentiality and demonstrate professionalism in all interactions.
- Ability to work independently and as part of a team in a dynamic environment.
- Proficiency in digital engagement tools (e.g., social media, graphic design, video editing software) and an ability to adapt to new technologies.
- Satisfactory criminal record and vulnerable persons checked by the RCMP.

DUTIES AND RESPONSIBILITIES:

- Develop and implement an annual social media strategy to enhance museum online visibility and community engagement.
- Conduct guided tours of the museum, ensuring an engaging visitor experience while continuously refining tour content to align with exhibit changes.
- Plan and deliver educational programs, including weekly summer activities for children.
- Represent the museum at local events and on community committees.
- Develop educational materials for local schools to foster student interest in the museum and its exhibits.
- Coordinate and support the planning of concerts, workshops, and other cultural programming hosted by the museum.
- Assist in the supervision of summer and temporary staff, ensuring smooth operations.
- Contribute to the production of the museum's bi-annual newsletter, including development of advertising campaigns and promotional content.
- Schedule and oversee year-round museum programming to provide year-round engagement opportunities.
- Perform other duties as required to ensure the efficient operation of the museum.

WAGE: \$24.73/hour.

HOURS OF WORK: 35 hours per week, Monday through Friday

Applications will be accepted until **position is filled, and should be submitted online via:**

www.townofthepas.ca/employment-opportunities

P.O. Box 870, The Pas, MB. R9A 1K8

Fax: (204) 623-5506

www.townofthepas.com

The qualifications & duties listed above are a summary of job requirements; selection will be based upon the full requirements detailed in the Job Description, a copy of which is available on request and will be provided to all interviewees.

This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba

We thank all candidates for their interest, however only those selected for an interview will be contacted.