



CHINESE
CANADIAN
MUSEUM
華裔博物館

Education and Public Programs Coordinator – Job Description

The Chinese Canadian Museum (CCM) is seeking an experienced person for the position of Education and Public Programs Coordinator.

The Education and Public Programs Coordinator supports the education and public programs activities of CCM.

Working closely together with the Education and Public Programs Manager, the ideal candidate facilitates organization and execution of various programming activities such as but by no means limited to: implementation of presentations/talks; instructional workshops; tours, screenings; and community gathering/crowdsourcing events, often in partnership with organizations and groups based in other parts of Canada.

This position is expected to be performed primarily in the office in Vancouver Chinatown, with expected work days from Monday to Friday from 9 a.m. to 5 p.m. Some off-site work and meetings may be required, as needed. Some education and public programs will occur on weekends and evenings with hours adjusted accordingly.

About the Chinese Canadian Museum

The Chinese Canadian Museum Society of British Columbia was founded in March 2020 as an independent, non-profit society to establish and operate a public museum in British Columbia honouring Chinese Canadian history, contributions, and living heritage. The first museum of its kind in Canada, the Chinese Canadian Museum showcases arts, heritage, and cultural exhibitions that celebrate the inclusion and collaboration among Chinese Canadians, Indigenous peoples, and other communities across generations, throughout British Columbia, Canada, and the world.

Working with Our Team:

At the Chinese Canadian Museum, we are a fun, close-knit management team that is supportive of each other's career goals and are passionate about our cultural institution and Vancouver Chinatown. Our total compensation package is designed to support our staff in achieving their goals and focus on the things our staff love. In addition to competitive base pay, training and development opportunities, we also offer extended health plans, paid time off, matching RRSP plan, phone reimbursement plan, and free admission to museums in 137 countries around the world.



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Responsibilities include the following:

- Coordinates education and public programs in consultation with curators, Education and Public Programs Manager, and stakeholders.
- Book and liaise with guest speakers, instructors or artists and facilitate honorarium payments, etc.
- Draft program descriptions, event scripts, biographies, social media posts, etc for each event.
- Works with CCM's marketing team to ensure widespread awareness of upcoming education and public programs in an effort to maximize participation.
- Prepare and coordinate the technical needs of each event.
- Secure third-party venues and vendors (including translators) when required.
- Obtain quotes and track expenses related to the programming.
- Work with CCM finance/accounting department to submit invoices for vendor payment, as per approved activities and budget categories within the grant.
- Assist in researching, developing and facilitating public and education programming as needed.
- Assist in writing and editing resources and materials for field trips and programs.
- Assist in training new volunteers and education and engagement guides.
- Assist with other public and educational programming as needed for children, youth, adults and seniors.
- Operate a personal computer and use applicable software (Word, Excel, PowerPoint, Zoom, etc).
- Other job duties as required.

Qualifications

- 2-3 years experience in coordinating, developing, or facilitating events, education and public programs.
- Bachelor of Arts in Humanities, Fine Arts or Social Sciences is preferred.
- Strong organizational skills with a proven ability to multitask.
- Reliability and a track record of delivering projects on time.
- Writing content for the public in clear, plain language.
- Broad knowledge and interest in Chinese diaspora, both historical and contemporary, with an in-depth knowledge in Chinese Canadian history.
- Excellent communication skills including writing, editing and public speaking and formal presentation for all ages.
- An additional language ability in Cantonese and/or Mandarin is an asset.

Salary range: \$55,000 to \$65,000 annually

Please submit a cover letter and resume to hr@chinesecanadianmuseum.ca. Posting will be open until the position is filled.