



## **Job Posting: Programming Coordinator**

**Location:** Ottawa, ON

**Reports to:** Visitor and Community Engagement Manager

**Employment Status:** Full Time, temporary (31 weeks); anticipated start date April 29, 2024

**Employment Conditions:** 35 hours per week; on-site mandatory. Must be available one day per weekend (Saturday or Sunday), occasional evenings.

**Compensation:** \$18.55/hour

**Position Summary:** The Bytown Museum is a vibrant and progressive community museum in the heart of downtown Ottawa, Ontario - the capital of Canada. It is a registered charity, not-for-profit organization. The museum is seeking an enthusiastic and community-focused **Programming Coordinator** to support the museum's life-long learning and community engagement pillar. The Programming Coordinator will work directly with staff and partner organizations to develop, coordinate, and deliver engaging and accessible tours, programming, and events for all ages.

### **Responsibilities:**

- Support Learning and Community Engagement through public programming, events, and tours;
  - Develop hands-on, experiential, and inquiry-based programming to spark curiosity, encouraging critical thought, and promote self-directed learning.
  - Create seasonal programming, including but not limited to Winterlude, Victoria Day, Doors Open Ottawa, Colonel By Day, Labour Day, and the museum's anniversary
  - Coordinate family and summer programming such as Let Us Entertain You (summer music program), including but not limited to contacting and arranging for performances and lectures and activities
  - Deliver engaging and informative tours such as Discover Ottawa's History, Architectural Tour, Lock Talks, and the CLICK! Program in partnership with the Department of Canadian Heritage
  - Renew program format for community focused speaker series
  - Assist with programming content for social media and website messaging
  - Train and advise summer students, staff, and /or volunteers on tours, programs, events, and seasonal activities
- Provide exceptional on-site visitor experience and support to Visitor Engagement Officers;
  - Comprehensive understanding of POS system and of front desk/reception area duties
  - Shared responsibility to open and close the museum
  - Shared responsibility to complete daily cash counts

- Support coordination of tour inquiries, reservations, and bookings;
  - Provide information, scheduling, and planning support for group/school tours
  - Coordinate staffing with Operations Department
  - Establish contact list for school and large group bookings
- Expand visitor insight through audience research and evaluation through modern methods;
  - Distribute online surveys in pre and post evaluation
  - Monitor trends and highlight audience feedback
  - Collect and report on visitor statistics
  - Prepare material for Annual Visitor Report
- Other duties as required and assigned
- Adhere to the MUSÉE BYTOWN MUSEUM policies, procedures, guidelines and standards

**Requirements:**

- Must be eligible for [Young Canada Works at Building Careers in Heritage](#) (graduates)
- Completed College or University training in Museum Studies, History, Public History, Education or relevant equivalent
- Minimum of one (1) year relevant expiring working in a museum, heritage site, customer service, educational, or other visitor-facing organization
- Fluently bilingual in French and English
- Creative, energetic, interest in history and passionate about working with the public
- Demonstrated ability to lead, coordinate, and supervise staff
- Excellent communication skills; familiarity with office communication platforms an asset
- Strong organizational and time management skills
- Have exceptional interpersonal skills and the ability to work in a collaborative, team-based environment while maintaining accountability for specific deliverables

**Application instructions:**

Please apply with a resume and covering letter with the subject line “[Your Name] – Programming Coordinator” to [applications@bytownmuseum.ca](mailto:applications@bytownmuseum.ca) by Sunday, April 12th, 2024, at 11:59pm EST.

The Bytown Museum is committed to dismantling systemic barriers to employment for marginalised groups, creating an equitable hiring process, and building an inclusive workplace for all, regardless of race, ethnicity, colour, religion, sex, disability, gender identity and expression, sexual orientation, or socio-economic background. Please reach out to [applications@bytownmuseum.ca](mailto:applications@bytownmuseum.ca) with any accommodation or support needs during the recruitment process.

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