



2423 Beacon Avenue, Sidney, BC V8L 1X5
(250) 655-6355 • info@sidneymuseum.ca

Outreach & Volunteer Coordinator

Employment Type – Full Time (35 hours per week)

Wage – \$20.00/hour

Benefits – Extended Health/Dental

Job Summary:

Sidney Museum is a local museum presenting and preserving the history of the Saanich Peninsula operated by the Sidney Museum and Archives Society, a not-for-profit organization. The museum features two galleries focusing on the history of Sidney and North Saanich as well as featured local and national exhibitions. The museum has a very active group of volunteers assisting with collections management and storage, educational programs, archives and exhibits. Sidney Museum attracts thousands of visitors each year, and the extensive archives department preserves records and provides research and information about the local area to the public. The Museum operates with three full time staff members, and two temporary seasonal staff.

The Outreach & Volunteer Coordinator reports to the Executive Director and is responsible for promotion and publicity including social media marketing and newsletter production as well as organizing and guiding the museum volunteers and interns. This permanent full time position has a schedule of one weekend day and four weekdays. Given the small team, schedules may shift to accommodate special events, seasonal high attendance periods, staff holidays etc. Previous museum or education experience is an asset. This position is ideal for a well-organized person who demonstrates initiative and enjoys meeting and working with the public.

*The Sidney Museum's mission is to acquire, preserve and display
the heritage and culture of the communities of the Saanich Peninsula*

Duties and Responsibilities:

- Assist with promotions and publicity including preparation of newsletters and reports, social media marketing and local media communications.
- Assist with public outreach, such as representing the Museum at assigned community events or committees.
- Supervises day-to-day operations of assigned interns, temporary staff and/or volunteers; provides guidance and direction where required.
- Work closely with volunteers and maintain a strong and positive team relationship;
- Assists in staff planning of exhibitions and related materials including the selection of exhibition themes and designs, and development or installation of exhibit materials.
- Participates in strategic planning for assigned areas and assists the Executive Director in developing and implementing the overall departmental strategic plan.
- In the absence of the Executive Director and Assistant Director, this position would be responsible for the operation and maintenance of the museum including opening and closing.
- Establishes performance goals and measures to evaluate success of assigned areas of responsibility and provides regular progress reports to the Executive Director.
- Participates in formulating and implementing policies and procedures.
- Ensure a positive, welcoming experience when interacting with visitors.
- Attends Board Meetings when required and/or relevant committee meetings.
- Performs other duties as assigned by the Executive Director.

Education and Experience:

An undergraduate degree is preferred, however an equivalent combination of education and training will be considered. Preference will be given to candidates with previous experience working in history, public history, archaeology, anthropology, or a related field and/or museum setting.

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Essential Competencies:

- Excellent written and oral communication skills.
- Comfortable in a public speaking or presentation environment.
- Familiarity with social media platforms, bulk email programs, digital design.
- Strong abilities in time management, memorization, organization, and problem solving.
- Proven experience working effectively independently and as part of a team.
- Proficiency using Google Workspace, Microsoft Office Suite.

Required:

- Valid Class 5 BC driver's license or equivalent.
- Criminal Record Check – Vulnerable Populations

Please submit your resume and cover letter by email to: employment@sidneymuseum.ca with the subject heading "Outreach & Volunteer Coordinator". We thank all applicants for their interest, however only those selected for an interview will be contacted.

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