



Employment Opportunity - City of Port Alberni

Museum Assistant – Education

The City of Port Alberni is currently seeking a part-time Museum Assistant - Education to join the Alberni Valley Museum team. The successful applicant will assist with the presentation of the history, heritage and culture of the Alberni Valley through a variety of museum-focused program offerings.

Duties will include:

- planning, coordinating and delivering a variety of educational programs including school and public programs, virtual offerings and special events
- planning and preparing various museum outreach activities such as museum kits, digital and on-line activities, etc.
- preparing lesson plans and programming materials
- working with program volunteers
- hosting museum birthday parties, murder mysteries, sleep-overs and camps
- monitoring the gallery, greeting visitors, assisting with exhibit installation, responding to inquiries and providing gift shop coverage as required

Qualifications include:

- Completion of Grade 12 or equivalent
- Additional education in a related field of study (theatre, history, education, museum studies or other social science and arts program)
- Previous experience in museum-related work
- Previous experience working with children and youth
- Previous experience leading, planning and conducting programs, or in education or programming work
- Valid Class 5 BC driver's license
- Current Standard First Aid and CPR-C certifications

The rate of pay for this position is \$18.78 per hour plus 15% in lieu of benefits. This position will work 20 hours per week (Wed/Thurs/Sat). Shortlisted applicants will be required to successfully complete a police Information Check.

Qualified individuals may apply by forwarding a cover letter and resume outlining their qualifications by 4:30 pm on August 6th, 2021 to:

- Human Resources Department, City of Port Alberni, 4850 Argyle Street, Port Alberni, B.C. V9Y 1V8
- Or by email to: humanresources_resumes@portalberni.ca.

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.