



# NEW WESTMINSTER

*Great City, Great Work, Great Future!*

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## Heritage Programmer

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<b>DEPARTMENT:</b>	<b>Office of the CAO – Heritage Services</b>	<b>STATUS:</b>	<b>Auxiliary (Maternity Leave coverage 11-12 months)</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week (non-standard work hours)</b>	<b>SALARY:</b>	<b>\$29.15 to 34.31 per hour plus 12% in lieu of benefits</b>

The City of New Westminster has an amazing opportunity for a Heritage Programmer on a temporary basis to cover a maternity leave. Located at Anvil Centre, this position supports the planning, development, scheduling, coordination and implementation of heritage programs for the New Westminster Museums and Archives.

Reporting to the Manager of Museums and Heritage Services, you will work in a community development context to develop and present public programs, school programs, courses, workshops and special events for the Museum in the Anvil Centre, the Samson 5 Maritime Museum, Irving House, and through outreach across the City. You will be supervising program staff and volunteers; establishing and maintaining liaison with a variety of internal and external contacts; promoting and publicizing interest and participation in program activities; and assisting in the preparation and monitoring of program budgets.

### Our ideal candidate has:

- Graduation from a university or college in a specialized discipline relevant to community museum public programming.
- Sound related heritage programming experience including some supervisory experience – an equivalent combination of education and experience acceptable to the employer may be considered.
- Expertise in the principles, practices, and objectives of programming in museums and on heritage properties.
- A track record in planning, developing, scheduling, promoting, coordinating, implementing, and evaluating heritage programs.
- A talent for communicating effectively both orally and in writing.
- Thorough knowledge of non-formal teaching methods and group leadership techniques.
- Proven experience in recruiting, onboarding, training, and supervising staff and volunteers.
- A demonstrated ability to build positive relationships within and outside the organization and promote public interest and participation in programs.
- A knack for numbers to prepare and monitor program budgets
- Experience working with program management, registration and scheduling software such as Perfect Mind or CLASS
- An ability to collaborate with other staff members in planning, organizing and coordinating community-wide events and programs.
- A skill to prepare and maintain records, reports and correspondence related to the work.
- The ability to work non-standard hours as operationally required.
- The ability to successfully pass and maintain a clear Police Information Check.

Apply by sending your resume quoting **competition #18-145, by November 26, 2018** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: 604-527-4619 or email to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*