

**Summer Employment Opportunity****Position: Public Engagement Coordinator**

The Mission District Historical Society is seeking a Public Engagement Coordinator for the Mission Museum. The Public Engagement Coordinator will be responsible for the development and execution of a summer marketing campaign for the Museum's upcoming roster of programs and exhibits.

Duties and Responsibilities:

- Develop and execute a comprehensive, creative marketing plan for the summer season, in consultation with the Museum Manager.
- Co-host public programs held throughout the summer, including guided tours and children's programs.
- Preparation of all marketing materials, including posters, flyers, and other media.
- Creation and scheduling of appropriate social media content.
- Host effective public outreach activities at community festivals and events.
- Assist with the design and creation of additional exhibit and program materials as needed.
- Assist with program administration and record keeping.
- Attending to the visiting public as needed.

Qualifications:

- Artistic eye - graphic design skills.
- Strong written and verbal communication skills.
- Meticulous attention to detail.
- Excellent customer service skills.
- Enjoy working with the public, including children.
- Ability to improvise and solve problems creatively.
- Demonstrated ability to organize information and prioritize tasks and projects.
- Self-motivated and able to work independently as well as with others.
- Proficient with the Microsoft Office suite.
- Experience with Adobe Creative Suite an asset.

Eligibility

- Must be between the ages of 15 and 30;
- Must be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act 2;
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Must pass a criminal record background check.

Term of Employment:

- 30 hours per week for 12 weeks, beginning June 5 through August 24, 2019;
- Regular Hours: Wednesday-Saturday; 9:00am-4:30pm with some occasional work required outside of these hours.
- This position is subject to the receipt of funding through the Canada Summer Jobs Grant program.
- Rate of Pay: \$16.25 per hour.

Applications:

Please submit resumé and cover letter by **Monday, May 13** to Meghan Dahl, Museum Manager, in person or via email at info@missionmuseum.com.

Thank you to all applicants, however, only those short-listed for an interview will be contacted. The MDHS is committed to creating a diverse workplace and is an equal opportunity employer.