

<b>DEPARTMENT:</b>	<b>Anvil Centre</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>2</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>*Varies</b>	<b>SALARY:</b>	<b>\$27.20 per hour + 12% in lieu of benefits</b>

The New Westminster Museum and Archives has an employment opportunity for two School Program Facilitators.

Reporting to the Heritage Programs Coordinator, the School Program Facilitator is responsible for delivering interactive, curriculum-based programs to school groups at Samson V, Irving House, The New Westminster Museum at Anvil Centre, and in schools. The School Program Facilitator will work closely with museum staff and volunteers to deliver and promote school programs.

**Duties include:**

- Perform educational programming and guided tours for school children and adult learners.
- Support New Westminster Museum and Archives' mission and mandate to enhance knowledge and deepen the understanding of the City and its diverse peoples.
- Program set up and take down.
- Research and assist in the development and delivery of programs.
- Orient new staff and volunteers.
- Support safety and security of visitors, as well as artifacts and displays.

**Requirements include:**

- Completion of Grade 12 or equivalent, supplemented by proven experience related to the work.
- Post-secondary degree in humanities, social sciences, museum studies, communications, or similar is desirable.
- Diploma of Education or Bachelor of Education an asset.
- Knowledge of British Columbia Curriculum.
- Knowledge of the social history and heritage of New Westminster and BC and asset.
- Experience working with students of all ages.
- Possess an interest in history and museum practices.
- Experience speaking engagingly, clearly and audibly to large groups of people.
- Experience in delivering guided tours to a variety of age groups.
- Research skills and an interest in the care and handling of artifacts.
- Ability to read and understand reference materials and become familiar with the content before the day of the activity
- Ability to speak a second language is an asset.
- Ability to successfully pass and maintain a clear Police Information Check (Vulnerable Sector).

**\*Schedule is dependent on school program bookings.**

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by March 29, 2024.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*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.*