

Job Title: Education Program Coordinator

Applications Due: October 11, 2019

Rate of pay: \$33,000/year, Full-time (35 hours per week)

Duties and Responsibilities:

- Deliver daily guided tours to the Whyte Museum's visitors
- Deliver tours for booked tour groups
- Deliver the Whyte Museum's curriculum-based school programs
- Deliver other education programs
- Assist in writing and research projects
- Assist with the Whyte Museum's annual events
- Host evening and weekend programs
- Develop and deliver other interpretive programs as required
- Assist in recruitment, supervision, and training of Education's temporary and part time staff
- Greet Museum visitors
- Gather visitor feedback and comments and assist with the evaluation of programs
- Conduct independent reading and research in the areas of Rocky Mountain art, culture and history
- Other duties as assigned

Qualifications:

Reporting to the Manager of Education and working closely with the Manager of Engagement, the successful candidate will:

- Be highly motivated and team oriented
- Be able to problem-solve in a fast-paced environment
- Have a working knowledge of Excel, Word, PowerPoint and Quickbooks
- Be able to lift 20lbs and stand on feet for long periods
- Have strong oral and written communication skills
- Excellent command of the English language (French would be an asset)
- Have at least 3 years' experience in interpretive program development, delivering tours and/or school programs
- Have a Bachelor's degree in History or Education
- Certification in First Aid/CPR
- Be willing to undergo a Vulnerable Sector Check



Box 160, 111 Bear St. | Banff, Alberta, T1L 1A3 | 403 762 2291 | whyte.org

Candidates must be willing to work evenings, weekends and statutory holidays.
Candidates must adhere to a dress code.

This is a 1 year contract position with the opportunity for extension.

Please send a resumé and cover letter to:

Jen Royal

Manager of Education

jroyal@whyte.org

Box 160, 111 Bear Street

Banff, AB T1L 1A3