



COMMUNITY ENGAGEMENT MANAGER

Job Title	<i>Community Engagement Manager</i>
Reports To	<i>Museum Director</i>

JOB PURPOSE

The Rossland Museum & Discovery Centre's (RMDC) mission is to preserve and dynamically present the history and heritage of Rossland and area. The RMDC includes: a) the collection, preservation, and presentation of objects, specimens, and documentary heritage to illustrate and make known to the public the mining, industry, skiing, social, cultural, and natural history of Rossland and area; and b) the promotion of education, research, and programming in any or all fields referred to above. We do this with comprehensive indoor and outdoor displays on the industrial and social history of Rossland with a particular emphasis on the mining and skiing histories of the area. Additionally, we have an extensive community archives, a provincial visitor information centre, numerous educational programs in-house and through outreach activities, and various special events throughout the year.

The Community Engagement Manager develops, manages, and evaluates our public programming and events covering various themes (in history, science, art, etc.), and managing staff and volunteers associated with these. The manager works with local schools/groups and other community organizations and members to develop responsive and supportive programs for various audiences (Toddlers, Youth, Teens, Adults, Seniors, etc.) and underrepresented demographics.

DUTIES AND RESPONSIBILITIES

- Organize and facilitate educational programming as it relates to our mandate, current exhibitions/projects, or special themes, including growing offerings for individuals of all ages as time permits: preschool, school-aged, homeschool, neurodivergent audiences, college/university students, adults, seniors, etc.
- Organize and lead youth programming, including school tours/programs, after school, and summer/spring break camps
- Maintain all Audio, School, and Guided tours
- Assist in redeveloping current Senior, Youth, Adult programming in light of current limitations to in-person gatherings/events
- Maintain and grow outreach kits for school-aged, senior, and new audiences or community events, including borrowing kits from other Canadian organizations and coordinating those kits for the region when necessary
- Support the Research Manager in the development of a Friends of the Roger Terhune Geology Building volunteer group of local expertise to support expanded geoscience opportunities and programs
- Coordinate the Ecology Club volunteer group of local expertise and interest to support the development of environmental education and climate change projects
- Research possible education/research collection programs for local flora and fauna and liaise with local groups/schools to develop a long-term citizen science program
- Assess the operations' energy efficiency and research opportunities for climate change mitigation, green infrastructure upgrades, and community education opportunities
- Explore the possibility of hosting an annual heritage fair (in Rossland or the region)

- Liaise with community groups to partner on special projects, avoid overlap in programming/events, and enrich the offerings in the community of Rossland and area
- Organize all group tours and birthdays and assist other staff in all other facility rentals
- Assist Operations Manager with coordinating a volunteer docent program
- Cleaning and minor maintenance of the museum with the assistance of volunteers and special contractors where needed
- Conduct daily opening, operating, and closing procedures of the operations with all staff, including: welcoming visitors to the museum, responding to visitor inquiries, and handling admissions and gift shop sales
- Assist with regular (or specific) promotion, including utilizing social media (specifically Facebook, Instagram, and Twitter) when necessary

QUALIFICATIONS

The following are essential qualifications to the position:

- Experience planning, organizing, and implementing effective educational programming for children of all ages (majority ages 3-12)
- Excellent verbal and written communication, public speaking, and customer service skills
- Experience with planning, organizing, and facilitating events for all audiences
- Experience in conflict resolution and problem-solving; well organized and detail-oriented
- Creativity, enthusiasm, and a love of learning are key elements of this position
- An interest in Rossland’s history and everything the area has to offer locals and visitors alike
- Experience using Microsoft Office, Google Docs, or Pages and Dropbox or similar file sharing program

The following are desired qualifications to the position:

- Post-secondary in education, museums/science centres, environmental/geosciences, or related fields with at least 2 years of work experience in these areas
- Experience in/use of BC Curriculum and lesson plan development
- Experience working/volunteering for a not for profit organization or registered charity
- Experience in marketing (through social media and other means) for non-profit organizations
- First Aid/CPR, WHMIS training, and an RCMP security check

WORKING CONDITIONS

This position may require shift work and weekends. There may also be evening work for special events and programs.

PHYSICAL REQUIREMENTS

This position requires occasional physically demanding work for active programs as well as set-up and takedown of programming and events and assisting other staff in their projects. All staff support various maintenance and housekeeping tasks.

Approved by:	
Date approved:	
Reviewed:	<i>August 2022</i>

RMDC President Signature

Date