



CRANBROOK HISTORY CENTRE

Job Title: Museum Educator
Remuneration: \$15.65
Hours of Work: full time, temporary position. Requires flexible evening, weekend, and holiday availability.
Reports to: Programming Coordinator

Cranbrook History Centre:

The Cranbrook History Centre is a history museum located Cranbrook BC, which is situated on the traditional Ktunaxa homeland. At the museum, we preserve and display internationally recognized paleontology specimens, a nationally designated railcar collection, and serve as a regional repository for the history of the East Kootenay for all people to explore and discover. The museum relies on a small and motivated team who are all passionate about providing memorable experiences to our visitors through events and programs that connect with our community and visitors from around the world.

Position Summary:

The role of Museum Educator is a great opportunity for students with an interest in working with youth and in educational settings to build upon their skill set. The successful applicant will be responsible for designing, developing, and facilitating activities that engage the History Centre's young visitors with local history and paleontology. Their primary responsibility will be to bring to life our annual Junior Paleontology Summer Camp.

Key Areas of Responsibility:

- Develop new, fun and unique activities that are suitable for children aged 6-10.
- Create the materials to be used during the camps, for activities and games.
- Use and stay within the budget during the development and materials making process
- Train and oversee volunteers who contribute to and support the delivery of the summer programs.
- Set-up and clean-up of summer programming activities.
- Lead the delivery of the Summer Junior Paleontology Camp program
- Foster strong relationships between the museum and the families registering for the summer camps
- Contribute to ongoing evaluations of the program and write analytical reports on their findings
- Contribute to printed and online content related to the marketing of the summer programs
- Ensure the safety and security of guests and museum materials through the implementation of museum best practices and set Policies and Procedures
- Other duties as required, including but not limited to helping to carry-out visitor services tasks, and supporting museum maintenance and daily operational duties.



Core Competencies and Qualifications:

- Must possess excellent verbal communication skills with demonstrable camp leading or teaching experience.
- Must possess professionalism, personal maturity, and excellent interpersonal skills.
- Must be a team player.
- Must be able to crouch, stand for long periods of time, and keep up with children.
- Proven organizational and task management skills.
- Experience working with young (ages 6-10) and diverse groups.
- Have an outgoing personality, enjoy working with children.
- Prefer a background in education, early-child education, or related field.
- Must be between the ages 15-30 at the start of employment
- May not have another full-time job (over 30 hours per week)
- Must be eligible to work in Canada.
- Vulnerable Persons Criminal Record Check completed
- Must be certified in Level One First Aid

Equity Statement

Cranbrook is a town with a diverse and international community. The Cranbrook History Centre strives to reflect this in our work and our team. We encourage applicants who identify as LGBTQ+, Person with Disabilities, Indigenous, and visible minorities to apply.

Please note that due to the nature of the train tours, candidates with certain physical disabilities may be unable to perform required tasks.

Territorial Acknowledgement:

We would like to acknowledge that the Cranbrook History Centre is located on the traditional Ktunaxa homeland and extend our gratitude for the opportunity to live and learn in mutual respect and appreciation.

Work Hours, Salary and Benefits:

- This position requires flexible evening, weekend and holiday availability.
- Compensation will be in the form of hourly pay.

Please send your resume and cover letter to office@cranbrookhistorycentre.com with the subject "CHC Museum Educator" We appreciate all applications; however, only short-listed candidates will be contacted.