



JASPER-YELLOWHEAD MUSEUM & ARCHIVES

P.O. Box 42 Jasper, AB T0E 1E0
(780) 852-3013
www.jaspermuseum.org

Exhibit and Program Coordinator

The Jasper-Yellowhead Museum & Archives, a small museum nestled in the heart of Jasper National Park, seeks a permanent full-time Exhibits and Programming Coordinator starting immediately – 30 hours per week at \$21 per hour and optional benefit package.

The position will be posted until a qualified candidate has been found

POSITION SUMMARY

Reporting to the Museum General Manager, the Exhibits and Programming Coordinator provides curatorial, design and online communications support to the development of a strong visitor experience. The Exhibits and Programming Coordinator is responsible for working with other museum staff to create displays, exhibits and programming that will reflect the museum's mission, goals and objectives. The coordinator will develop a multi-year schedule to ensure that adequate time is allowed for planning and funding of each project and write the necessary grant proposals & evaluations. The Exhibits and Programming Coordinator ensures exhibit and online programming activities occur in alignment with professional museum standards of practice.

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

POSITION DUTIES AND RESPONSIBILITIES

- Research and develop exhibit content for the Showcase Gallery including full execution of exhibits
- Coordinate partnerships with various external exhibitors for the production of temporary exhibits
- Plan, research, develop and create community programming and special events as time allows
- Prepare all grant applications to fund upcoming exhibits, including budgets and evaluations and ensure they are completed on time and within budget.
- Ensure the needs of the community are balanced with resources of the museum
- Ensure proper handling and care of artifacts, photographs, and documents used in exhibits, displays and programming.
- Participate and assist in delivery of other museum activities such as coffee hours & historical outings
- Confer regularly with the Museum General Manager and write monthly reports to the JYHS board
- Recruit and coordinate volunteers needed for exhibits, displays and events.
- Working with the museum General Manager to help design marketing materials like posters for promotion of exhibits, programming and gift shop.
- knowledge of data bases an asset
- Responsible for the coordination of all social media posts
- Perform other related duties as required



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KNOWLEDGE, ABILITY & SKILLS

- **knowledge of the JYHS Mission, Vision and Objectives.**
- **general knowledge of the cultural history of the Jasper area an asset.**
- **knowledge of administrative practices and procedures.**
- **familiarity with accepted archives and collections management practices and procedures an asset.**
- **ability to work independently and with a team**
- **strong written and verbal communication skills**
- **ability to take initiative and is action-oriented**
- **must be willing to adjust schedule to fulfill the exhibits and programming schedule including working some evenings and weekends**
- **comfortable public speaking in front of large groups**
- **must be reliable, positive and outgoing**
- **must be able to execute some light physical work - lifting, carrying, walking & standing**

TRAINING

- **must be willing to attend available courses, workshops and read available information on exhibits and programming development to ensure job success**

APPLICATION DETAILS

- **please send resume and cover letter by email to manager@jaspermuseum.org**
- **references will be required if an interview is granted**
- **only those selected for an in-person interview will be contacted**

JASPER
YELLOWHEAD
HISTORICAL SOCIETY



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