



Situated in the beautiful village of Knowlton in Quebec's Eastern Townships, the Brome County Historical Society (BCHS) operates a museum and archives dedicated to the preservation of historic Brome County's material, textual, and cultural heritage.

With this intent, the BCBS provides the infrastructure and programmes to deliver the learning experiences needed to educate present and future generations about the life and culture of prior generations.

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### **Job Description and Responsibilities:**

The BCBS is looking for a dynamic individual to fill the position of **Children's Programming Coordinator** during our busy summer season. In 2014, the Brome County Historical Society (BCBS) opened a new Children's Museum that provides an interactive learning environment for children to discover the history of Brome County. Since its opening, the Children's Museum, and the children-oriented activities held there, have become incredibly popular. Recently, the BCBS has undertaken the partial renovation of the Children's Museum's facilities to better welcome families and children who come discover its exhibits and interactive stations.

The main task of the Children's Programming Coordinator will be the planning of six children-oriented and historically themed activities hosted at the Children's Museum alongside the Curator and the Archivist. The Coordinator will be responsible for devising a budget for each of these activities and ensuring that costs do not exceed the allocated budget. Additionally, the Children's Programming Coordinator will be responsible for the provision of a safe, clean learning environment for children of all ages all the while guiding visitors and interpreting the exhibits and interactive stations, ensuring that children engage with the displays and that their learning experience is maximized. Lastly, the Children's Programming Coordinator will assist the Curator and Archivists in promoting the activities and workshops organized in the Children's Museum on the Museum's social media platforms.

The hired individual may also be asked to assist with other Museum operations as necessary including gift shop supervision, ticket and membership sales, answering calls, and welcoming visitors.

### **Salary & Hours**

Hours: 35 hours a week, availability on weekends a requirement

Salary: \$12.50-15.00/hour, salary will reflect education and experience levels

## **Job Requirements:**

### *Education & Experience*

- Post-secondary (CEGEP) education, a course in a history or museum/archives-related field an asset
- Previous educational experience is considered an asset

### *Knowledge & Skills*

- Advanced written and oral communication skills in both French and English
- Knowledge of, or interest in, local and Canadian history
- Familiarity with Microsoft Office Suite
- Knowledge of Facebook, Twitter, and Instagram as well as other social media platforms
- Basic statistical analysis
- Fine arts/arts & crafts abilities considered an asset

### *Abilities*

- Work well in a team and individually
- Work well with children and effectively communicate with their parents
- Plan and respect budgets
- Take initiative
- Meet deadlines
- Work in a public-facing environment

### *Conditions*

The candidate must be able to demonstrate their eligibility for the Young Canada Works program. For further details on eligibility criteria, c.f. <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/questions-students-graduates.html>

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## **Applications:**

Applications must be submitted via e-mail to [bchs@endirect.qc.ca](mailto:bchs@endirect.qc.ca) to the attention of Jeremy Reeves with the subject line "Young Canada Works – Children's Programming Coordinator" by **5:00pm, April 21, 2019**. Please include with your application a cover letter, proof of student status, and an up-to-date curriculum vitae.

The Brome County Historical Society is committed to the principles of employment equity and to achieving a workforce that is representative of the Canadian population. We strongly encourage candidates to self-identify if they are an Aboriginal Person, a member of a visible minority group, or a person with a disability.