

**Position Title: Head of Education and Programs (permanent FT, 35 hrs/week)**

Are you passionate about engaging people with the world around them, especially our natural and human heritage? Are you creative, curious, energetic, enthusiastic with a good sense of humour? If you've answered yes, then we want to hear from you! Our vision is to inspire our community to be alive with its history – *connecting people and place*. Our dynamic energy is the spark for curiosity, compassion and connection that drives our mission to foster personal participation, stimulate curiosity, and engage the senses with the cultures, histories and possibilities of the Okanagan region. The purpose of this role is to ensure KMS educational programs are inclusive, relevant, responsive, and impactful. In this role, you will advance our journey of reconciliation, advance the mission and strategic priorities of KMS, build audiences, generate revenues, and solidify partnerships.

## Duties

- Drive the development, delivery and evaluation of educational programs for museum audiences, including schools, pre-booked groups, and public programs.
- Deliver programs to ensure quality, provide leadership and pilot new offerings; serve as emergency back-up for Program Assistants.
- Coach and direct Program Assistants to provide high quality learning experiences to guests.
- Advance our journey of reconciliation through inclusive and responsive partnerships.
- Seek opportunities to deepen knowledge about Okanagan's human and natural history.
- Establish, cultivate, and maintain external community relationships and networks.
- Support marketing by providing timely and clear communication about upcoming programs.
- Conduct regular review of programming strategy and revise as needed to align with KMS goals, community need and emerging opportunities.
- Respond to/oversee public inquiries regarding programs and education.
- Manage/oversee scheduling, invoicing, statistics and communications relating to program bookings.
- Harness training and learning opportunities to sustain a high standard of program delivery.

## Qualifications

- Minimum requirement of Bachelor's Degree in related field.
- Several years of experience and track record of excellence in program design and delivery.
- Innovative user of diverse tools and techniques to engage audiences.
- Solid mastery of heritage interpretation.
- Demonstrated willingness to take creative risks and push personal boundaries.
- Positive attitude and strong leadership skills; a self-starter.
- Track record of success leading teams, addressing complex challenges, problem solving, and juggling multiple priorities.

**Pay Range:** Level 5 (\$25.82 per hour). This is a union position with a comprehensive benefits package.

If you would like to apply for this position, please forward your resume to [hr@kelownamuseums.ca](mailto:hr@kelownamuseums.ca) by July 15, 2022. Alternatively, you may drop off your resume at the Okanagan Heritage Museum, 470 Queensway Ave, Kelowna. We thank all applicants for their submissions; however, only those chosen for an interview will be contacted. Kelowna Museums Society is an equal opportunity employer. We encourage Indigenous people, and people from diverse backgrounds and ethno cultural communities, to apply.