

BUILD A CITY. BUILD A FUTURE.



PUBLIC PROGRAMMER – COMMUNITY SERVICES ASSISTANT 5

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Union – CUPE Local 402 – Auxiliary

SCOPE

Museum of Surrey is looking for an enthusiastic and creative Public Programmer who enjoys creating programs for families, seniors, and cultural and community groups. This is an auxiliary parental leave position from Tuesdays to Saturdays, 35 hours per week that includes some evening work.

Museum of Surrey's mission is to ignite imaginations and connect Surrey's diverse residents and communities through participation, engagement, and stories. The Public Programmer is a key staff member in activating our mission through interactive, creative, and inspiring programming.

This is a supervisory position with significant responsibilities including the research, development and implementation of registered, virtual, and drop-in programs, workshops that relate to temporary exhibitions, seasonal opportunities and community celebrations.

RESPONSIBILITIES

- Plans, writes, and executes Public Programs.
- Orients, schedules, and supervise auxiliary staff, volunteers, and instructors.
- Deliver offsite programs and respond to other outreach opportunities.
- Coordinate presentations and tours.
- Support facility operations.
- Input registration data, monitor registrations, provide copy for promotions, and track expenditures and revenues.
- Record statistics.

You:

- Are familiar with principles and practices of museum interpretation, program delivery and community development.
- Have planned and implemented a variety of child, youth, adult and senior programs and have demonstrated abilities to multi-task, track details, meet deadlines, and deliver results.

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QUALIFICATIONS

- A degree/diploma in a relevant discipline (education, history, museum studies, etc) from a recognized post-secondary institution
- 2 years progressively responsible experience in program related jobs that include supervision of staff, or an equivalent combination of training and experience.
- Emergency First Aid Certificate and CPR Certificate.
- Experience working in a museum or art gallery setting is an asset.
- Use of a vehicle and a valid BC Driver's License.

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check.

OTHER INFORMATION

Pay Grade: Schedule D

Pay Steps	Hourly Rate (2024 Rates)
Year 1	\$32.04
Year 2	\$32.86
Year 3	\$33.83

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6953.

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