



**PROGRAMS ASSISTANT**  
**Regular Full-time (Permanent)**

MONOVA: Museum and Archives of North Vancouver's vision is to be an inspirational and transformative community hub where the stories of North Vancouver's people, places and past come to life. MONOVA operates both the Museum of North Vancouver in The Shipyards and the Archives of North Vancouver in Lynn Valley. MONOVA also supports several online/offsite experiences for the public to engage with and learn about the past, present and future stories of North Vancouver.

MONOVA has Protocol Agreements with Skwxwú7mesh (Squamish) and Səlílwətał (Tsleil-Waututh) Nations to focus on meaningful cultural sharing of knowledge, to improve communication between MONOVA and the Nations, and to understand, respect and follow protocols that will lead to a strengthened relationship.

The scope and creativity offered by this position will be of interest to an enthusiastic and innovative programmer, who enjoys creating meaningful and ongoing connections between communities. Assists in developing and delivering program content for public, educational and cultural programs. This is an opportunity to work in an innovative and inclusive setting, to help shape and advance the program offerings of North Vancouver's community Museum and Archives, visited by students, residents, and guests from around the world. Works collaboratively with other departments; training and development opportunities will be provided. We are seeking outgoing, self-motivated individuals, who are highly creative, community-driven, and with a passion for history and sharing North Vancouver stories.

**Summary of Duties**

- Researches and writes content for assigned programs and develops materials for program delivery; participates in developing program concepts and themes.
- Coordinates the delivery of specified programs such as tours, student projects, community-based interpretation, events; sets up and arranges artifacts and other materials.
- Directs and oversees docents and other volunteers; participates in the evaluation of volunteers.
- Assists with the development of promotional materials for programs.
- Coordinates with internal and external contacts, to ensure that content, programs and activities meet the needs and are representative of North Vancouver communities.
- Performs a variety of administrative tasks in support of programs.
- Works collaboratively with Indigenous colleagues to uphold the protocol agreement with the Skwxwú7mesh (Squamish) and Səlílwətał (Tsleil-Waututh) Nations.

## Desired Experience, Qualifications and Skills

- Completion of a related post-secondary program, plus relevant experience, or an equivalent combination of training and experience.
- Interest in North Vancouver, Museum and Archives activities, history and/or culture.
- Knowledge of the methods, objectives and practices applicable to researching, developing, delivering and promoting public, educational and cultural programs and activities.
- Ability to coordinate the delivery of a variety of programs and events, including overseeing the work of docents and volunteers.
- Ability to communicate effectively, and maintain relationships with the general public, schools, and community groups.
- Ability to use software and systems applicable to the work and operate A/V media equipment.
- Ability to prepare and maintain daily statistics, records and files; source and prepare supplies for programs and keep informed about museum and archives events and activities.
- Working with diverse communities an asset; proven interest in advancing the principles of Reconciliation and supporting Equity, Diversity and Inclusion strategies.
- Ability to move equipment weighing up to 50 pounds.
- Criminal record check required.

**Salary:** \$28.56 per hour (PG17-1, 2021 rate), plus an attractive package of benefits after qualifying periods have been met; unionized position

**Start Date:** January 2024

**Schedule:** 35 hours per week; some flexibility to work occasional weekends and evenings.

### Please apply to:

Zoe Mackoff De Miranda, Director  
MONOVA: Museum & Archives of North Vancouver  
115 West Esplanade, North Vancouver, BC V7M 0G7

Interested applicants should submit a cover letter and résumé submitted by e-mail to [MonovaHR@monova.ca](mailto:MonovaHR@monova.ca), with your name and “Programs Assistant” in the Subject line. Posting open until filled; résumés will be reviewed starting **Monday, November 20, 2023**. The cover letter should provide concrete examples that illustrate how they meet the education and experience aspects listed in the Desired Experience, Qualifications and Skills.

MONOVA believes that the benefits of an inclusive approach enhances creativity, diversity and innovation, and will build a workforce representative and reflective of the communities we serve. We are committed to developing a work environment and recruitment process that are inclusive and barrier-free. Please advise if accommodation measures must be taken to enable you to apply and be

assessed in a fair and equitable manner. MONOVA is an equal opportunity employer and we encourage candidates who are women, BIPOC, LGBTQ2S+ and people with disabilities to apply.