



PoCo Heritage Museum and Archives
Operated by The Port Coquitlam Heritage and Cultural Society

Position: Museum Events and Programming Volunteer

The Port Coquitlam Heritage and Cultural Society is a volunteer driven non-profit organization that operates Port Coquitlam's only museum and archives and is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture.

We are seeking dedicated, energetic volunteers to help with the creation and implementation of ongoing museum events and educational programming.

Working under the direction of the Society's Museum Coordinator, and with the Events, Programming, and Fundraising Committee the volunteers will:

- Assist with the development and implementation of fun, engaging, and relevant museum programming (community walking tours, museum exhibit tours, speaker series, teaching kits, etc.)
- Assist with the organizing and running of special events (trivia nights, murder mysteries, craft beer/wine fundraisers, anniversary events, Christmas tree festival, etc.)
- Conduct research related to the development of events and programming, including research into education curriculum requirements
- Assisting with social media event and programming promotion

Time Commitment:

- An average of 4 hours per week of regularly scheduled volunteer time, with additional hours as required for event and programming launches
- Flexible start times from 10:30 am to 4:30 pm, between Tuesday and Saturday
- Flexibility with regards to volunteering for special events and programs which may occur on weekends and evenings in addition to regular museum hours
- The position is a 8 month commitment beginning in September

Qualifications:

- Creative, fun, and imaginative
- Very reliable and punctual
- Outstanding organizational skills, time management, and attention to detail
- Able to work independently and in a collaborative environment
- Strong research skills and computer literacy (Microsoft Office Suite)
- Excellent English oral and written communication and interpersonal skills



- Able to lift and carry boxes and supplies up to 20 lbs, and able to climb ladders and reach overhead

Benefits to Volunteers:

- Be part of a social, appreciative environment where you can get immersed in community focused heritage and culture
- An opportunity to share your talents, knowledge, stories, and experiences
- The opportunity to develop or enhance valuable skills
- The chance to receive career mentorship, including but not limited to ongoing support, feedback, and network building
- Reference letter upon request

Application Deadline: September 3, 2018

Please submit a cover letter and resume to:

Kelly Brown, Museum Coordinator

info@pocoheritage.org

Subject: Volunteer Position – Museum Events and Programming Volunteer

Interviews will be scheduled between September 7th and 15th, and the position will begin the week of September 17th.