



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 Manager and Curator, 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, 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, some of which can be done from home and some can be done in the museum (this time can be scheduled between 10:30 am to 4:30 pm, between Tuesday and Saturday)
- Will be required to attend our monthly Events, Programming, and Fundraising Committee meeting, currently scheduled for the second Wednesday of the month at 12:30 pm
- The position is an ongoing commitment (we ask for a minimum of six months)

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

Please submit a cover letter and resume to:

Kelly Brown, Manager and Curator

info@pocoheritage.org

Subject: Volunteer Position – Museum Events and Programming Volunteer