

## **Position: Museum Program Coordinator (YCW)**

Closing date: April 25, 2026

### **\*\*IMPORTANT INFORMATION ABOUT THIS POSITION\*\***

A student may be eligible for employment if they: ● are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent resident status are not eligible); ● are legally entitled to work in Canada (have a valid social insurance number); ● are between 16 and 30 years of age inclusively at the start of employment; and ● are a high school, college, CEGEP or university student.

Overall responsibility: Coordination of museum summer programs and marketing activities

Term of employment: \$20.75/hr for 40 hrs/week – May 13<sup>th</sup> 2026 to Aug 30<sup>th</sup>, 2026 (start date could change depending on the availability of the candidate)

Location: Whistler, BC.

Key areas of responsibility:

- Program coordination
- Assist with content development for pre-set programs and events
- Assist with program development
- Assist with creation and delivery of school programs and presentations
- Assist with event and program delivery, including promotions
- Assist with event and program wrap-up and financial reconciliation
- Assist with visitor services and administrative duties
- Conduct interviews and write articles for the Museum
- Assist with maintaining online presence

The successful applicant will possess the following skills and abilities:

- Resourceful, innovative, and creative
- Professional presentation and design skills
- Ability to lead programs for a variety of ages and learning styles
- Excellent communication skills; verbal and written
- Reliable and professional work standards
- Outstanding customer service skills
- Works cooperatively with others and is flexible

- Proficient with MS Office; especially Word, PowerPoint, and Excel
- Familiarity with MAC OS is an asset
- Knowledge of Adobe Photoshop and InDesign an asset
- Knowledge of social media an asset

Experience:

- Minimum of two years post-secondary education
- Program and event development and delivery experience
- Experience working with public (children, families, adults, etc.)

Resumes will be accepted until April 25th, 2026. We thank all applicants for their interest; however, only individuals short-listed for interviews will be contacted.

Please forward resumes with cover letters to: Mr. Brad Nichols at  
curator@whistlermuseum.org