

Outreach & Operations Coordinator - AMENDED



Job Title: **Outreach & Operations Coordinator**
Position Level: **Permanent - Full-time**
Hours of Work: **35 hours/week; 9:00am to 4:30pm Tuesday-Saturday**
Salary: **\$41,860 - \$47,320/ year**
Benefits: **Extended health benefits including dental***
Application Deadline: **July 25th, 2026**

**Extended benefits take effect following requisite 3-month probationary period.*

Position Overview

The Sidney Museum and Archives is a community museum that interprets the history of Sidney and the Saanich Peninsula, and is operated by the Sidney Museum and Archives Society, a not-for-profit organization. The museum features two galleries focusing on the history of Sidney and North Saanich, as well as featured local and national exhibitions. The museum boasts an active volunteer group that assists in a variety of important tasks, including collections management, public programs, archives, and exhibits. Sidney Museum and Archives attracts thousands of visitors each year, and the extensive archives department preserves records and provides research and information about the local area to the public. The Museum operates with three full-time staff members in addition to temporary seasonal staff.

Reporting to the Executive Director, the Outreach and Operations Coordinator is responsible for promotion and publicity of the Museum, including social media marketing and newsletter production as well as planning and delivery of outreach programming. Another key area of responsibility of the Outreach and Operations Coordinator is the development and coordination of the organization's volunteer program. Moreover, this position will provide ample opportunity for emerging museum professionals to develop museological skills related to exhibit development & design, collections management, and research & interpretation. This permanent full-time position is scheduled Tuesday - Saturday, though given the small team schedules may shift to accommodate special events, seasonal high attendance periods, staff holidays etc. Occasional evening work will be required for events. This position is ideal for a well-organized person who demonstrates initiative and enjoys meeting and working with the public. Previous museum or education experience will be considered an asset.

Tasks & Responsibilities

- Coordinate Museum marketing and publicity efforts, including preparation of newsletters, local media communications, and social media management.
- Support the Museum's public outreach initiatives, including representing the Museum at assigned community events and/or committees.
- Supervise day-to-day volunteer work, and provide guidance and direction to temporary staff where required.
- Coordination of museum operational tasks including administrative assistance, front desk operations, and gift shop management.
- Work closely with volunteers and maintain a strong and positive team relationship.
- Coordinate ongoing collections management tasks, including acquisition, processing, safe handling and storage. Additionally, identify, recommend, and process outgoing deaccessioned objects to external destinations.

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- Support ongoing curatorial efforts through research assistance and participation in ongoing permanent exhibition revitalization work, temporary display development, and featured exhibition planning and development including the selection of exhibition themes and designs, and development and installation of exhibit materials.
- Participates in strategic planning for assigned areas and assists the Executive Director in developing and implementing the overall strategic plan.
- In the absence of the Executive Director and Assistant Director, this position would be responsible for the operation and maintenance of the museum, including opening and closing.
- Establish performance goals and measures to evaluate success of assigned areas of responsibility, and provide regular progress reports to the Executive Director.
- Participate in formulating and implementing policies and procedures.
- Ensure a positive, welcoming experience when interacting with members of the public.
- Attend board meetings when required and/or relevant committee meetings.
- Performs other duties as assigned by the Executive Director.

Full Operational Accountabilities Document

Qualifications, Knowledge & Skills

An undergraduate degree is preferred, however an equivalent combination of education and training will be considered. Preference will be given to candidates with previous experience working in history, public history, archaeology, anthropology, or a related field and/or museum setting.

In addition, the following competencies will be considered an asset:

- A postgraduate degree in history, anthropology, museum studies, library & information science, or a related academic field.
- Excellent written and communication skills. In particular, proficiency in conducting historical research, developing historical interpretation, and delivering education or community-oriented programming.
- Proficiency in taking initiative, setting goals, and working to support the needs of a small team.
- Comfortable in a public speaking or presentation format.
- Familiarity with Social Media platforms, bulk email programs, and digital graphic design.
- Demonstrable abilities in time management, organization, attention to detail, and problem solving.
- The ability to work independently as part of a team & with people of all ages, identities, and backgrounds.
- Proficiency using Google Workspace, Microsoft Office, Canva, CatalogIt (or similar Museum collections management software).
- Familiarity with museum standards and best practices including collection management, exhibit design, and interpretive content development.

Required Licensure and Certification

- Criminal Record Check - Vulnerable Populations
- Valid Class 5 BC Driver's License or equivalent.

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***Please note:** Applicants are encouraged to self-identify as members of the Government of Canada's job equity groups or as a member of a group otherwise traditionally underrepresented in the GLAM (Galleries, Libraries, Archives, Museum) sector. SMA is committed to minimizing barriers to working in the heritage sector and making accommodations as needed to ensure the rich diversity of the sector.*

This role is considered a position of trust, and the successful candidate will be required to have a police information check as a condition of employment (not required as part of the application process).

Please submit a cover letter and resume as one PDF document to employment@sidneymuseum.ca by July 25th, 2026. We appreciate all applications, however, only short-listed candidates will be contacted.

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