Programs & Education Manager
Kilby Historic Site, Harrison Mills, BC

Reporting to the Executive Director, the Programs & Education Manager is responsible for planning, coordinating and delivering Kilby Historic Site's educational programs, public events and historical interpretation. The position includes the development of engaging experiences that bring the history of the Kilby family and Harrison Mills and the surrounding area to life, supervision of seasonal program staff and volunteers, and departmental budgeting.
This position plays an integral role in fulfilling the Society's mission to meaningfully engage with past, present and people, creating a place of connection and wonder for all while supporting a thriving, inclusive and accessible future.

Main Duties and Responsibilities

- **Public Events:** Develop, coordinate and deliver an annual calendar of public events, including heritage programming and special events. Responsibilities include preparing event proposals and budgets for approval, coordinating with other departments, scheduling staff and volunteers, overseeing event setup and takedown, and conducting post-event evaluations.
- **Daily Programming and Demonstrations:** Plan, coordinate and personally deliver historically informed activities and demonstrations during the peak season and special events, including preparing materials and training staff and volunteers.
- **Educational Programming:** Develop, deliver and document educational programs aligned with the BC curriculum and grade-specific learning objectives, including maintaining lesson plans and teaching resources.
- **School and Group Relationships:** Develop and maintain relationships with schools, educators and other groups to promote educational programs, tours and repeat visits.
- **Museum Interpretation and Tours:** Personally lead school and group tours and provide engaging historical interpretation throughout the museum and historic site.
- **Program Administration and Records:** Maintain accurate and organized program schedules, booking records, lesson plans, event procedures, contact lists, resource inventories and evaluations. Ensure records are accessible to the Society to support operational continuity and future staff training.
- **Staff and Volunteer Supervision:** Recruitment and hiring, and oversee the scheduling, training, supervision and performance of seasonal program staff and volunteers, with support of the administration team.

Other Duties

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- **Costuming:** Establish inclusive and historically appropriate costuming guidelines for staff and volunteers, and coordinate purchases within approved budgets.
- **Marketing and Promotion:** Prepare and submit program and event information, descriptions and promotional content within established deadlines, and review materials for accuracy before publication.
- **Fundraising:** Plan, coordinate and deliver one fundraising event annually, including organizing staff and volunteers, in support of the Society's long-term sustainability and within approved budgets.
- **Seasonal Planning and Development:** Assist with grant applications, annual programming plans and initiatives to improve accessibility and expand educational opportunities, including online programming and take-home resources.

Qualifications, Abilities & Skills

- Degree or diploma in education, history, museum studies, heritage interpretation or a related field, or an equivalent combination of education and minimum of 3 years' experience.
- Strong communication, interpersonal, organizational and customer service skills.
- Experience developing and delivering educational or interpretive programs for diverse audiences, particularly children and school groups.
- Ability to engage visitors of all ages through storytelling, demonstrations and interactive learning experiences.
- Demonstrated leadership skills, including the ability to supervise, train and support seasonal staff and volunteers.
- Ability to work independently, collaboratively and effectively manage multiple priorities.
- Strong planning, coordination and problem-solving skills.
- Proficiency with Microsoft Office and general computer applications.

Additional Assets

- Experience in a museum, heritage site, cultural attraction or similar visitor focused environments.
- Experience in fundraising, event planning or grant writing.
- Ability to communicate in a second language.
- Graphic design skills and experience.

Conditions of Employment

- Willingness to wear historically appropriate period costume while performing interpretive duties.
- Availability to work weekends, statutory holidays, and some evenings, as required by seasonal operations and special events.
- Successful completion of a criminal record check appropriate to the position, including work with children.
- Possession of, or willingness to obtain, a valid WorkSafeBC Basic First Aid (or equivalent).

Compensation

This is a full-time position of 40 hours per week.
The compensation package includes an annual salary range of $50,000–$56,200, depending on qualifications and experience, and access to the Society's employee benefits program.

Please submit your resume and cover letter to:
Email: humanresources@kilby.ca **Phone:** 604-796-9576, Ext. 101
Kilby Historic Site, 215 Kilby Road, Harrison Mills, BC V0M 1L0
Start Date: February 1, 2027. Applications will be reviewed as received.
The position will remain open until filled.