



POSITION TITLE: Exhibit & Programs Coordinator

LOCATION: Quinte Museum of Natural History, Quinte West, Ontario

EMPLOYMENT TYPE: Full-Time, Contracted (Approximately 70 weeks)

SALARY: \$24.00/hr

ABOUT US:

The Quinte Museum of Natural History is committed to inspiring discovery, conservation, and stewardship of our natural heritage. A visit to a natural history museum sets people on a lifelong course of wonder and excitement regarding the natural world around them. Our mission is to open that door and set imagination alight. Quinte Museum of Natural History is made possible through the combined efforts of sponsors, donors, and government funding. Together, we have an extraordinary opportunity to deliver world-class engagement with natural history collections, and contribute to the understanding of impact factors on natural and environmental change.

Our cultural impact includes promoting cultural and scientific engagement and inclusion, strengthening cultural and natural heritage in our communities, and fueling creativity through exhibit offerings and unique learning opportunities. QMNH aims to solidify its role as a valuable community resource by creating a space where learning and discovery can thrive.

POSITION OVERVIEW:

Reporting directly to the Executive Director, the Exhibit & Programs Coordinator will be responsible for developing, implementing, and evaluating exhibits and educational programs that align with QMNH's mission. This role requires creativity, organizational skills, and a passion for natural history and education.

KEY RESPONSIBILITIES:

Exhibit Development:

- Assist in planning, designing, and overseeing the installation of museum exhibits
- Collaborate with researchers, designers, volunteers and museum staff to create engaging and educational exhibits
- Ensure exhibits are accessible and inclusive for all visitors
- Develop marketing materials to promote exhibits

Program Coordination and Delivery:

- Develop and implement educational programs, workshops, and special events for diverse audiences
- Coordinate and deliver programs for schools, community groups, and other organizations
- Develop marketing materials to promote programs
- Evaluate program effectiveness and make improvements based on feedback

Community Engagement:

- Foster relationships with local communities, educational institutions, and other stakeholders
- Represent the museum at public events and outreach activities
- Develop and manage volunteer and internship programs



Administrative Duties:

- Prepare and manage budgets for exhibits and programs
- Maintain records and prepare reports on program and exhibit performance
- Assist with grant writing and fundraising activities as needed
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in Museum Studies, Education, Natural Sciences, or a related field
- Experience in exhibit design, program development, or museum education
- Strong organizational and project management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and museum-related software

WE ARE LOOKING FOR:

- Someone with a passion for history, education, museum studies, fine arts, or science
- Experience using social media platforms
- Ability to write and speak English proficiently
- Someone who is a team player and can work independently and take direction
- Someone who is responsible, flexible, self-motivated, and able to maintain a positive and professional attitude

HOW TO APPLY:

Interested candidates are invited to submit their resume and cover letter via email to deanna@quintemuseum.ca. Please include "Exhibit & Programs Coordinator Application" in the subject line.

DEADLINE:

Applications will begin on Thursday July 18, 2024. We will accept applications until a suitable candidate is found. Applications will end on Monday August 5, 2024.

JOIN US:

QMNH is dreaming big! With the support of our dedicated community and partners, our impact and reach will continue to grow. We hope you will join us on our journey of realizing the museum's incredible vision. Visit www.quintemuseum.ca to learn more!

We thank all applicants for their interest, however only those under consideration for the role will be contacted.