



CHINESE
CANADIAN
MUSEUM
華裔博物館

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Education and Public Programs Coordinator - Job Posting

Chinese Canadian Museum (CCM) is seeking an experienced person for the position of **Education and Public Programs Coordinator**.

The Education and Public Programs coordinator supports the education and public programs activities of CCM with a particular focus on our inaugural feature exhibition *The Paper Trail*, a national exhibition commemorating the 100th anniversary of the 1923 Chinese Immigration Act that will open in our permanent location at the Wing Sang Building in Vancouver's Chinatown.

About Chinese Canadian Museum:

The Chinese Canadian Museum Society of British Columbia was founded in March 2020 as an independent, non-profit society to establish and operate a public museum in British Columbia honouring Chinese Canadian history, contributions, and living heritage. The first museum of its kind in Canada, the Chinese Canadian Museum will exhibit arts, heritage, and cultural exhibitions that celebrate the inclusion and collaboration among Chinese Canadians, Indigenous peoples, and other communities across generations, throughout British Columbia, Canada, and the world. Guided by its mission statement "Connecting to the Chinese Canadian story – addressing inclusion for all," the Chinese Canadian Museum aspires to provide an invigorating and transformative experience for present and future generations through its exhibitions and programming throughout B.C. and Canada.

About the Role:

- Coordinates and develops educational and public programs in consultation with the Curator, Exhibition and Programs Manager and key stakeholders.
- Conduct research related to each program and event as required.
- Book and liaise with guest speakers, instructors or artists and facilitates honorarium payments, etc.
- Draft program descriptions, event scripts, biographies, social media posts, etc. for each event.
- Works with CCM's marketing team to ensure widespread awareness of upcoming education and public programs in an effort to maximize participation.
- Prepare and coordinate the technical needs of each event.
- Secure third-party venues and vendors (including translators) when required.
- Obtain quotes and track expenses related to the programming.
- Work with CCM finance/accounting department to submit invoices for vendor payment, as per approved activities and budget categories within the grant.
- Proficient use of applicable software (Word, Excel, PowerPoint, Zoom, etc.) and experience in running virtual and on-site programs.
- Other job duties as required.

Qualifications:

- 1-3 years' experience in coordinating events, educational projects, and/or public programs.
- Strong organizational skills with a proven ability to multitask.
- Strong record of collaboration and ability to help build community and institutional relationships.
- Reliability and a track record of delivering projects on time.
- Writing content for the public in clear, plain language.
- Broad knowledge and interest in Chinese diaspora, both historical and contemporary, with an in-depth knowledge in Chinese Canadian history.
- Excellent communication skills including writing, editing and public speaking and formal presentation.
- An additional language ability in Cantonese and/or Mandarin is an asset.