



Box 160, 111 Bear St. | Banff, Alberta, T1L 1A3 | 403 762 2291 | whyte.org

Job Posting: Programs, Events, and Facilities Rental Coordinator

Whyte Museum of the Canadian Rockies

Location: Banff, Alberta

Job description

The Whyte Museum of the Canadian Rockies is a dynamic museum, art gallery, and archives and special collections that celebrates the lively history, stories, and people of the Rocky Mountains.

Reporting to the Chief Executive Officer and working closely with the leadership team, the Public Programs Coordinator develops, delivers, and monitors a busy program of activities that support and enhance the Whyte's vision.

This is a full-time position with weekend and evening hours as required.

Responsibilities

Program and Event Development

- Develops the non-Indigenous programs and events lineup of programs and events that support and strengthen the Whyte's exhibitions, research, and shop.
- Works with the Head of Archives and Special Collections to coordinate Fireside Chats, the Lillian Agnes Jones Fellowship presentations, and other archives-based programming.
- Works with the Art and Heritage team to coordinate artist talks, gallery openings, and other programs showcasing the collections.
- Works with the Museum Shop and Visitor Services Manager to coordinate book talks that help draw attention to the book shop.
- Works closely with and supports the Manager of Education and the Manager of Indigenous Relationships and Programs.
- Works with the Marketing and Communication Manager by providing relevant information and material to promote upcoming programs and events.

- Works with various community partners such as Yellowstone to Yukon Conservation Initiative, Banff Mountain Film and Book Festival, Banff Pride, as well as local authors, musicians, and artists.

Event Coordination and Administration

- Writes and tracks deliverables of agreements, MOU's honorariums, and invoicing as required.
- Sets up in-house A/V equipment as well as the portable sound system, troubleshoots and solves problems independently.
- Is proficient at running Zoom presentations on the meeting and webinar function, knowledge of other platforms is an asset.
- Completes post-event duties and communications including event reports, budgets, and uploading event video recordings onto YouTube.
- Maintains events listings on whyte.org website.
- Organizes the ticketing and registration for programs and events, communicates with attendees as required.
- Assists with the event planning and coordination, including liquor licensing, food permits, event notification forms as required, and general set up and take down.
- Works closely with the maintenance team in the coordination of events.

COVID-19 Health and Safety

- Leads a monthly Health and Safety COVID-19 meeting if required.
- Follows the news and is on the pulse of COVID-19 updates.
- Makes sure all staff are aware of and adhering to COVID-19 protocols, and ensures communications and signage is updated regularly.

Facility Rental Coordination

- Responds to inquiries about the Whyte Museum's rental properties, such as the Abegweit and Masonic Hall.
- Stays informed on renter responsibilities and ensures these responsibilities are met.
- Coordinates rental bookings including scheduling, sending contracts, and invoicing.
- Works with our partnering company on Whyte property rentals for wedding venues.
- Coordinates and schedules the community use of the Whyte Museum grounds rentals.
- Ensures the food handling permit is renewed.

Qualifications

- Post-secondary education and three years' experience in programming in a cultural or heritage setting.
- Administrative experience working in a fast-paced environment.
- Excellent interpersonal and organization skills, superior attention to detail, ability to multitask, work under pressure and complete tasks in an efficient and timely manner.

- Familiar and experience with contemporary communications tools: Microsoft Office, databases, registration/ticketing system.
- Knowledge and experience in setting up and facilitating digital experiences using ZOOM webinars.
- Customer service experience.
- ProServe training is an asset.

To apply:

Please submit a resume and a cover letter to humanresources@whyte.org no later than Monday, June 27, 2022. We thank all those who apply, but only those selected for an interview will be contacted. Please note that the candidate will need to provide proof that they are fully vaccinated against COVID-19.

The Whyte Museum is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job Types: Full-time, Permanent

COVID-19 Considerations: We are following restrictions as put in place by the Government of Alberta. Staff must be fully vaccinated and follow indoor COVID-19 procedures.