

Role: Museum Explorer Program Instructor

Employer: Kitimat Museum & Archives

Wage: \$26 hourly

Position type: two options: 1) on contract or 2) paid through District of Kitimat payroll with 4% holiday pay, WCB coverage, and CPP/EI deductions. Mileage is paid.

Time period: April-June 2024 (sporadic dates)

Location: local elementary schools (Nechako, Kildala, St. Anthony's, possibly Haisla Community School), Kitimat Museum & Archives

The Kitimat Museum & Archives is seeking an enthusiastic and motivated individual to fill the role of Museum Explorer Program Instructor in Spring 2024. This is a contract position involving delivering educational programs (kits) to local elementary school classrooms on behalf of the Museum. Each kit begins with a PowerPoint presentation led by the Instructor, followed by three rotating activity sessions delivered by the Instructor and Assistants, and a question period at the end. The Instructor will be responsible for transporting the kit to the schools and back to the Museum upon completion of the program.

Due to the sporadic nature of bookings for this program, an **open and flexible schedule** is a must. For example, we had 15 bookings between May and June 2023 – sometimes more than one a day, sometimes none in a week. Bookings last roughly 2 hours, including time for set-up and take-down.

Regular access to a vehicle is also necessary, as the Instructor will need to travel between the Museum and several different schools (Nechako, Kildala, St. Anthony's, and possibly Haisla Community School in Kitimaat Village).

The ideal candidate will have excellent communication skills and enjoy working with elementary school-aged children. Previous teaching experience is an asset. A basic level of familiarity with technology (use of a laptop, digital projector, and PowerPoint slides) is required. As the kits are kept in large, wheeled suitcases, the candidate must be able to take them in and out of a vehicle and bring them up stairs (with help from the Assistants).

The Instructor will report to the Manager of Collections and Programming, Holly Peterson, who is responsible for coordinating program bookings and providing the Instructor with a schedule. The Instructor will keep track of their own working hours and mileage, and submit the total biweekly to our Financial Manager, Zelia Marleau.

To apply, please send a resumé and cover letter to Holly Peterson at hpeterson@kitimatmuseum.ca or hand-deliver to 293 City Centre.

Responsibilities:

- Familiarizing oneself with the educational information and hands-on activities to be delivered to the children. Lesson plans are available for review.
- Delivering kits (suitcases) from the Museum to the schools and back again.

- Set-up and take-down of program materials in the classroom, including digital projector and laptop, with help from Assistants.
- Letting Museum staff know if program supplies are running low.
- Leading educational programs in the classrooms: delivering educational PowerPoint (~30 minutes) and one of three rotating activities (~15-20 minutes, repeated 3 times), with help from Assistants.
- Answering students' questions in a Q&A session at the end of each program.
- Keeping track of working hours and mileage and submitting the totals biweekly.

Requirements:

- Enthusiasm for working with children (previous teaching experience is an asset)
- Clear communication skills
- Interest in learning, memorizing, and conveying information on the natural and human history of the Kitimat area
- Ability to lead activity sessions (crafts, games, artifact show-and-tell, etc.)
- Flexible, adaptable schedule
- Reliable access to a vehicle
- Use of laptop, projector, and PowerPoint presentation
- Ability to lift/carry large, wheeled suitcases into a vehicle and up and down stairs

Kits:

The Museum currently has four kits available, with two more in development. Each kit consists of 1-3 suitcases filled with artifacts and activities, as well as a PowerPoint presentation supplied by the Museum.

- First Nations Life and Community – gives an overview of life and community for Northwest Coast First Nations, including the Haisla people. This program has received approval from local Indigenous Resource educators.
- Boys and Girls of the Kitimat Valley – explores the day-to-day activities of settler children in the Kitimat Valley in the late 19th and early 20th centuries. Includes information on the Residential School system.
- Woodland Wildlife – provides education on local wildlife, ecosystems, and food webs. Topics include bear awareness, animal bones and pelts, and footprint identification.
- Fossils and Geology – discusses the geology of the Northwest, including fossils, rocks, and how the local landscape has changed over time.

Two further kits – Wetlands and Oceans – are currently in early development.