



## **Port Alberni Maritime Heritage Society Facilities Co-ordinator**

### **JOB DESCRIPTION**

The Port Alberni Maritime Heritage Society is a non-profit organization that exists to preserve, present, and promote the rich maritime heritage of the West Coast of Vancouver Island focused on the harbour of Port Alberni. Under the direction of the PAMHS board, the Co-ordinator is responsible for the day-to-day operations of the society's two small museum gallery facilities at the Harbour Quay and the programs for tourists, youth, and the general public that are offered through them.

Reporting to the President of the board, or such other director as may be appointed, the Facilities Co-ordinator:

1. Maintains the gallery programs.
  - a. Attends the Galleries as scheduled for winter hours and during weekdays and weekends as scheduled during the summer hours.
  - b. Maintains in-depth knowledge of the various exhibits and provides visitors with tours and information about displays.
  - c. Arranges special guided tours as needed for schools and other organizations.
  - d. Takes responsibility for keeping the galleries clean and tidy.
  - e. Acts as PAMHS representative for other related event committees (Literacy Day, Cruise Ship Committee, and Port Day).
    - i. Stands on other boards as PAMHS representative as appointed by Board
    - ii. Work with other organizations to create other maritime related events.
  - f. Acts as contact between public and board.
  - g. Work to make further contacts in the community that might help benefit our organization.
  
2. Assists the board with organizing special events including the winter "Maritime Heritage Nights" series of evening talks.
  - a. Takes charge in organizing own events during winter season to stay relative to the public.
  - b. Helps design winter fundraisers to bring in funds for summer season.

3. Arranges publicity for the Society, its programs, and special events.
  - a. Edits, creates, and publishes a bi-monthly newsletter and distributes it on social media platforms.
  - b. Designs posters for events to enhance event visibility.
  - c. Maintains the Visibility of the Society in the community.
  - d. Advertise and publicizes the programs in local media and social media.
  - e. Maintain the Societies Facebook, Instagram, and other social media presence with regular updates.
  - f. Represent the Society on various associated committees when requested by the board.
  - g. Manages, updates, and designs the organization's website.
  
4. Manages the Summer season program, including:
  - a. Supervises staff and volunteers to prepare and present a summer programs and events during the months of June, July and August.
    - i. Create a program full of events for the summer that involves visitors of all ages.
    - ii. Develop and implement the program.
    - iii. Oversee each program the summer staff develop and be on hand to assist.
    - iv. Write a review of each event for the end of the season.
    - v. Attend Board meetings to provide regular updates of activities for the Board.
  - b. Handling staff and scheduling for the summer season in approval with the Board
    - i. Recruit, hire, train, and evaluate appropriate staff
    - ii. Recruit and make best use of volunteers
    - iii. Prepare schedules for staff
    - iv. Ensure time sheets are completed and present for payment
    - v. Work with the staff to develop events over the summer
  
5. Perform other Financial Functions as required
  - a. Maintain records of Petty Cash and Donation Fund, and prepare reports as required
  - b. Ensure appropriate recording and receipting of donations and the financial records relating to sales.
  - c. Keep a detailed, up-to-date list of members.
  
6. Maintain the records, both physical and digital, of the Society in an organized manner. This includes the inventory of artifacts and the library, and the retail sales record.
  - a. Organizes photo and newspaper collection and maintains its order.

7. Maintain a detailed record of the number of visitors in each facility.
  - a. Separately record numbers for special events compared to regular days
  - b. Record how that has differed to prior years.
  
8. Fundraising and Grant Applications
  - a. Under the direction of the Board Member responsible for Grant Application – provide reports when necessary
  - b. Organize and participate in fundraising activities
  - c. Handle the Summer Student grant Applications and getting documents to the right government facilities with the right information
  - d. Designs new ideas to help fundraise.
  
9. Keep a record of annual events and required supplies. Acquire supplies as needed.
  
10. Coordinate and undertake the safe maintenance of the building and grounds with the board member responsible for maintenance, obeying any fire and health, Work Safe BC, and insurance requirements.
  - a. Act as backup to be called for security alarm system through out the year.
  - b. Undertake routine maintenance including sweeping, dusting, washroom cleaning and restocking of cleaning supplies.
  - c. Make sure summer staff has a complete understanding of these requirements during their training week.
  
11. Perform any research or special projects requested by board.

Hours of work: Winter 20 hours per week / Summer up to 30 hours per week plus special event hours

Hourly rate: \$20:00

Skills and Qualifications:

1. Good public relations skills
2. Efficient office administration skills
3. Self-starter and organized – must be able to work alone
4. Very good with computer skills – experience with publishing software and note taking software
5. Able to use social media and maintain it.
6. Understanding of financial procedures
7. Able to supervise relatively unsophisticated student employees
8. WorkSafeBC knowledge and safety skills