



RCMP
HERITAGE
CENTRE

LE CENTRE DU
PATRIMOINE
DE LA GRC

Join the RCMP Heritage Centre's Team!

Posting Title	Community Programs Lead
Location:	RCMP Heritage Centre
Position Details:	Full Time Position
Compensation:	\$55,000-\$65,000 annual salary (based on experience)
Hours of Work:	40 hours/week and includes evenings and weekends

Organization Overview

The Royal Canadian Mounted Police (RCMP) is one of Canada's longest-standing institutions and is deeply embedded in the history and unfolding story of our country. The RCMP and its symbols – the "red serge", Mounties on horseback, and the Musical Ride – have become icons of Canadian Heritage familiar around the world.

The RCMP Heritage Centre represents a rich space for historical preservation, exploration of alternate perspectives, and the pursuit of reconciliation, and has become a major destination centre that celebrates the traditions and history of the RCMP. More recently, the RCMP Heritage Centre is embarking on an exciting new chapter of its own story by undergoing the process to become established as a national museum in Canada.

To prepare for the long path ahead, the Centre is building a team today who is bold, passionate, collaborative, and up for the challenge as we take this journey together and deliver on a vision of *Connection, Authenticity and Pride* for all Canadians.

Position Overview

The Community Programs Lead plays a key role in bringing our history to life, by researching, developing, planning, implementing, and evaluating all education and public programs at the museum. This includes a range of activities such as educational programming, both in-person and virtual tours, talks, film screenings, performances, special events and day- and week-long camps for youth, all designed to further the RCMP Heritage Centre's objectives and strategies.

The Community Programs Lead ensures these inspiring programs complement and supplement the exhibit strategy, serve the community, involve a broad range of audiences of all ages, and achieve attendance and revenue targets.

The Community Programs Lead develops exceptional experiences for visitors to the RCMP Heritage Centre. The position will be a creative, bold, outside the box thinker who can balance multiple projects at once and adapt to a dynamic environment. We need someone who is flexible, embraces change and is willing to help us create some truly meaningful learning and educational experiences.

Responsibilities and Duties:

- Cultivates a positive team atmosphere and is able to lead and motivate a highly driven staff within a dynamic organization.
- Builds strong, long-term relationships and partnerships with the RCMP, Indigenous communities, schools, school boards, community groups, among others to develop a keen understanding of needs and opportunities within the larger community.
- Maintains a good understanding of the school curriculum and identifies areas where the museum can support curriculum across the country.
- Works closely with the RCMP Historical Collections Unit to identify and implement programming opportunities that promote and further the objectives of permanent and temporary exhibits.
- Continually scans the environment for partnership and sponsorship opportunities that support the museum's objectives through team-building and pooled resources.
- Reports to the CEO and is the direct report for the Centre's program facilitators. Acts in a leadership role through direction and guidance but is just as entrenched in the program delivery and experiences at the ground level.

Program Development, Promotion and Delivery

- Creates, promotes and delivers robust and appealing programming for students, families, adults and tourists, in a hybrid program model (virtual and in-Centre) either standalone or with the participation of partner organizations.
- Develops and implements an annual plan and calendar of events that contribute to a high profile for the museum, including a program of tours, an ongoing speaker series at the museum and topical special events throughout the year as well as day-camps and summer camps.
- Helps to develop and implement promotional strategies for all programming activities, to ensure effective outreach to targeted audiences.
- Ensures focused management and administration of programming, to achieve seamless delivery and high rates of audience satisfaction, within established budgets and resource availability.
- Proactively recommends adjustments in the programming strategy to ensure annual attendance and revenue targets are met.
- Acts as the lead person for all aspects of programming special events at the museum.
- Works closely with the team to staff events and ensures volunteers receive appropriate training and direction, fulfill their responsibilities effectively and are recognized for their contribution.
- Recruits, hires and manages part-time staff to assist with specific events such as youth camps.

Program Evaluation

- Evaluates each major activity, relative to its objectives, and identifies and implements opportunities to improve future activities.

Strategic Operations

- Participates in operational planning of the museum.
- Identifies opportunities and supports the Centre by providing input and advice on grant and funding applications.
- Takes direct responsibility for ensuring the museum is an appealing, functional and safe environment for staff, volunteers and visitors.
- Ensures sound and accountable management of the volunteer, program staff and financial resources entrusted to the position.
- Contributes to the smooth operation of the museum, including taking turns opening and closing the museum and occasional coverage of the Front Desk when volunteers or staff are not available.

Qualifications

- The successful candidate will have experience with program delivery and education gained in a museum, education or cultural facility. A related post-secondary degree is a distinct asset. 3 years experience in a leadership/supervisory role
- The individual selected will be comfortable with groups of all ages and backgrounds and have strong presentation skills.
- Exceptional team skills and a commitment to maintaining a positive, collaborative respectful work environment are essential qualifications.
- The ideal candidate will have the proven ability to act independently, exercise good judgment and show personal initiative.
- The position requires a candidate who is able to consistently represent the museum positively and effectively both onsite and in the community.
- The successful candidate will be comfortable working to goals and expectations and in reorienting plans to accomplish desired results.
- Personal flexibility, particularly with regard to work hours, is required. On occasion, the candidate will be expected to attend evening meetings with community groups and special events during the evening and on weekends.
- Using technology with ease will be important for this role to deliver virtual tours, host interactive programs and facilitate engagement using various devices as needed.
- The candidate must be comfortable in a range of computer office applications, including Word, Excel and Outlook as well as social media platforms
- Fluently bilingual (French and English) is an asset.

Important Note

- A RCMP security check will be conducted for this position and hiring is contingent on the successful candidate passing this clearance.

Equal Opportunity Statement

We are a place for all Canadians and equal opportunity and are committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status, sexual orientation, or gender identity.

Application Instructions (*must be followed for the application to be considered)

- Please submit your **cover letter** and **resume - saved together in one file** with **your name** and the **position title** in the file name. (example: Jane Doe Cover Letter and Resume – Community Programs Lead.docx)
- Please submit your application, attention to Tara Robinson at info@rcmphc.com before Friday, November 12th at 5:00 PM.

Thank you to all who apply. Only those selected for an interview will be contacted.