



Contract Employment Opportunity  
Programs & Events Coordinator  
Part time: 35 hrs/wk  
Pay rate: \$20.55/hr + 4% vacation pay  
Schedule: Tuesday to Saturday  
Contract term: May 13, 2025 – March 28, 2026

Join Our Team as a Programs & Events Coordinator!

Are you passionate about arts, culture, and history? Are you looking to kickstart your career in the cultural sector and make a meaningful impact in your community? The Reach Gallery Museum is excited to offer an incredible contract opportunity to join our dynamic team as Programs & Events Coordinator!

#### **About Us:**

The Reach Gallery Museum is the Fraser Valley's hub for art, history, and culture. We're an award-winning, community-focused public art gallery and museum dedicated to fostering intercultural and intergenerational connections through innovative exhibitions, public programming, and community engagement. With over 10,000 visitors annually, The Reach is a place to learn, grow, and inspire change.

#### **About the Role:**

As the Programs & Events Coordinator, you'll play a pivotal role in coordinating and delivering engaging public programs and special events. You'll work closely with a passionate team of cultural professionals to bring The Reach's mission to life through innovative educational initiatives, workshops, and events that connect people of all ages and backgrounds. This position provides opportunities to develop a professional network within the museum and gallery sector and play a key role in delivering programs and events that reflect The Reach's commitment to inclusivity, reconciliation, and cultural enrichment.

This is a full-time contract position with core work hours between 9:30am-5pm Tuesday to Saturday with occasional evening work required.

We value diverse experiences and perspectives and encourage applicants from all backgrounds, including Indigenous peoples, visible minorities, persons with disabilities, LGBTQ2+, and newcomers to Canada.

#### **Key Responsibilities:**

- Coordinate the scheduling, logistics, and execution of public and educational programs, workshops, and special events, ensuring they meet organizational goals and audience needs.
- Collaborate with staff, volunteers, and community partners to develop inclusive, engaging, and impactful programming.
- Create digital and print marketing material to assist with the promotion of programs and events, using tools like Canva, social media platforms, and Constant Contact.
- Coordinate event rentals, including liaising with clients, vendors, and facilitators while ensuring smooth event execution.
- Facilitate educational programs and events as needed, engaging directly with audiences to create a welcoming and memorable experience.

- Collect participant feedback and evaluate program outcomes to inform continuous improvement.

**Key Qualifications:**

- Interest or experience in cultural programming, event coordination, or community engagement.
- Knowledge of program planning, event logistics, or equivalent experience in community leadership, cultural knowledge-sharing, or related fields.
- Strong organizational, administrative, and time management skills.
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences effectively.
- Familiarity with digital tools such as Microsoft Office, Canva, Constant Contact, and social media platforms.
- Ability to work both independently and collaboratively in a dynamic, fast-paced environment.

**Assets:**

- Experience in coordinating events, working with children & youth, or engaging with diverse communities.
- Knowledge of Indigenous cultures, traditions, and ways of knowing.
- Familiarity with museum/gallery practices, contemporary art, or cultural studies.
- A valid driver's license is preferred but not mandatory. Candidates must be able to arrange reliable transportation to The Reach.

**Equity and Inclusion:**

We value lived experiences and Indigenous ways of knowing as essential contributions to this role. Candidates who bring cultural knowledge or community experience are encouraged to apply, even if they do not meet all formal requirements.

The Reach is committed to Truth and Reconciliation and actively seeks to amplify Indigenous voices in our programming. We welcome candidates who are passionate about contributing to this mission.

**How to Apply:**

Cover letters and resumes will be accepted electronically and should be emailed as PDFs to the Curator of Learning & Community Engagement, **Andrea Orlosky**, at [aorlosky@thereach.ca](mailto:aorlosky@thereach.ca) no later than **11:59pm April 20, 2025**. In your cover letter, please describe a specific activity or event you were part of that required complex coordination. If you don't have experience with a specific activity or event, what qualities or experience do you possess that equip you to succeed in this role?

**Applicants wishing to be considered for this job must be registered in the Young Canada Works (YCW) online candidate inventory.** The Reach will only interview candidates who meet the eligibility criteria for participation in YCW Building Careers in Heritage, as outlined here: <https://www.canada.ca/en/canadian-heritage/services/funding/young-canada-works/students-graduates/heritage-organizations-students.html>

We thank all applicants for their interest, however only those selected for an interview will be contacted. Please note that this contract position is dependent upon the successful receipt of funding from the Young Canada Works Building Careers in Heritage Organizations Program.