

## **ROEDDE HOUSE MUSEUM**

### **Position Title: Programs and Collections Coordinator**

Contract: 5 Months, with the option to renew in 2026

Location: Roedde House Museum, Vancouver, BC

Compensation: \$22/hr.

Work Hours: 15hrs./week (Tuesday through Thursday, some evenings and weekends each month)

Tentative Start: August 27<sup>th</sup>, 2025

### **Organization Overview and Mission:**

Roedde House Museum is a fully restored Victorian home in the heart of Vancouver's West End neighbourhood, located on the unceded shared ancestral territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations. The museum is run by the Roedde House Preservation Society, a charitable Non-profit organization dedicated to maintaining Roedde House and presenting heritage programs reflecting the early history of Vancouver. The society aims to present a window into Vancouver's past, encourage contemplation of our social and cultural history, and make this history accessible now and for the future through the operation of Roedde House Museum.

### **Position Overview:**

This position will report to the Museum Manager and will work with volunteers and Board Members. Primary responsibilities include maintaining the museum's collection and overseeing its programs, including the school program, concert program, and film night program.

Key Responsibilities will include, but may not be limited to:

#### **Collection Management & Administration**

Lead and support the collections team in maintaining the collection.

Maintain the online collection database to best practice standards.

Oversee collection donation records and tax receipts in conjunction with the Museum Manager.

Liaise with the Exhibits Committee.

#### **School Program**

Liaise with the Education Committee to plan, promote, and schedule school tours.

#### **Concert Program:**

Oversee the coordination, promotion and execution of monthly concerts.

#### **Film Night Program:**

Coordinate, promote, and execute regular film nights.

#### **General Duties**

Facilitate general museum operations by acting as a key holder to open and close the museum, and by supporting volunteers and fellow staff when required for daily operations and special events.

Support marketing initiatives, including posting on social media and updating the website.

**Qualifications:**

Degree or diploma in a related field such as museum studies, OR equivalent experience.  
Familiarity with collections databases - Collective Access preferred.  
Experience with museums or similar cultural heritage institutions.  
Experience with administrative duties.  
Demonstrated supervisory skills.  
Ability to organize, prioritize, and complete planned and unplanned projects.  
Clear communication skills.  
Desire to work with a diverse group of volunteers collaboratively and inclusively.  
Demonstrated ability to work both independently and collaboratively in a small office.

The following additional qualifications will be considered an asset:

Experience with museum collections.  
Experience with early childhood education or programming.  
Desire to promote a work environment centered on justice, equity, diversity, and inclusion.  
Experience working with volunteers.  
Experience organizing programs or events.  
A passion for history and/or community engagement.

**How to Apply:**

Roedde House Museum is committed to a hiring policy that centers justice, equity, diversity, and inclusion in its practice. We welcome applications from members of BIPOC, LGBTQA2+, persons with disabilities, and others from historically marginalized communities.

Please submit a cover letter and CV to the attention of Museum Manager Sara Hepper at [manager@roeddehouse.org](mailto:manager@roeddehouse.org) by August 15<sup>th</sup>, 2025

