

Project Manager (Re-posting)

The B.C. Labour Heritage Centre is hiring a **Project Manager**.

- The successful applicant will have very good knowledge of the history and structure of B.C.'s labour movement.
- We are looking for someone passionate about collecting and presenting diverse stories of working people and their unions in British Columbia.
- Applicants should have historical research experience and strong written communication skills.
- We are looking for someone who has
 - proficiency in cloud-based file systems (Dropbox)
 - experience with digital audio and video recording
 - comfort level knowledge of Adobe Premiere Elements
 - ability to edit and update a WordPress website
 - capacity to monitor and share on social media
 - skills at recruiting, directing and managing volunteers

Duties of the Project Manager include:

- a. Managing Oral History Project:
 - Coordinating videotaped interviews conducted by volunteers, prioritizing potential interviewees, post-production edits, transcription, summarizing, posting and archiving.
 - Outreach to interview subjects as required.
 - Recruiting, training, engaging and directing volunteer interviewers and transcribers.
 - Liaising with SFU Special Collections and other institutions.
 - Ensuring audio/visual equipment is maintained in good working order.
- b. Management of our Walking Tours Project:
 - Developing, implementing, maintaining and promoting labour history walking tours in all regions of the province via our mobile app.

- Coordinating and leading labour history walking tours in-person from time-to-time, and/or training and scheduling volunteer guides.
- c. Assisting with Centre communications:
- Developing graphics and text, and posting to various social media.
 - Contributing to monthly newsletter.
 - Updating website (WordPress).
 - Developing virtual exhibits.
 - Researching and writing short articles and research documents, source images and secure approvals.
- d. Other project management or tasks as assigned.

About the BCLHC (www.labourheritagecentre.ca)

Our organization carries out numerous projects and events to celebrate British Columbia's labour history. There are two staff positions, an Executive Director and Project Manager, who are assisted by a small number of contracted experts and a significant group of volunteers.

We believe in the value of collecting and presenting the rich and diverse stories of working people and unions in BC that have played an important role in the labour movement, improving society and economic development. We engage in partnerships and projects to share our history and centre voices previously left out. These include the stories of diverse populations, including Indigenous workers and organizations.

- This position is covered by UFCW 1518 Professional Division.
- Regular part-time at 24-hours per week in our South Burnaby office.
- Normally 4 days/week, 9:00 - 3:00 but some evening and weekends
- \$35.57 per hour
- 3 weeks annual vacation plus two-week paid winter closure
- Annual RRSP contribution
- Employer paid extended health, dental and disability insured benefits based on single coverage
- Potential for limited travel within BC

Please submit a cover letter and resume to Donna Sacuta, Executive Director at info@labourheritagecentre.ca by **3 p.m. August 4, 2023**.

Short-listed candidates will be asked to complete a time-limited assignment and will be remunerated.