



Dartmouth Heritage Museum

26 Newcastle St, Dartmouth NS B2Y 3M5 | (902) 464 2300 | www.dartmouthheritagemuseum.ns.ca

Events and Outreach Coordinator

Contract Term: January 11, 2027 to March 31, 2028 (15 months, renewable)

Hours: 30 hours per week equivalent, usually Tuesday–Friday (with occasional evenings and weekends)

Wage: \$20/hour (\$31,200 annually)

Work Location: in-person at:

- 26 Newcastle Street, Dartmouth (Evergreen House) (primary)
- 57 Ochterloney Street, Dartmouth (Quaker House) (secondary)

Working under the Executive Director, the Events and Outreach Coordinator will support the Dartmouth Heritage Museum (DHM) in delivering engaging events, programs, community outreach, and digital communications, to the public. The aim of this position is to increase visitation to the historic houses, support revenue-generation, expand our promotional reach to new audiences, and to deliver experience-driven programs and events that support achieving the Museum’s mission of “engagement, education, and storytelling.”

Reporting to the Executive Director and working closely with museum staff, the Coordinator will plan, promote, facilitate, and evaluate a variety of events and programs at Evergreen House (year-round) and Quaker House (seasonally). The successful candidate will also contribute to creating welcoming and positive experiences for visitors during regular museum hours and special events.

This is an excellent opportunity for someone interested in museums, heritage, tourism, events, community engagement, and digital communications to gain hands-on experience in a community-based museum environment. Applicants must be legally entitled to work in Canada.

Key Responsibilities

Event Planning and Public Programming:

- Plan, coordinate, promote, host, and evaluate events and public programs at DHM sites, including signature events such as our annual charity Mother’s Day Tea, our popular Quaker House After Dark, Emancipation Day Social, and more.
- Coordinate event logistics, including set-up and tear-down, supplies, donation outreach, volunteer coordination, communications, for museum-facilitated and collaborative events.
- Facilitate engaging and inclusive programs and activities for audiences of varied ages, interests, and backgrounds, including youth summer camps, seniors, and individuals with diverse needs.
- Support museum staff and volunteers in delivering welcoming, accessible, and positive visitor experiences.

Digital Communications and Content Creation

- Publish event and program advertisements for the DHM’s social media channels and website, via Meta Business Suite, Mailchimp, and Wordpress.
- Create attractive graphics, promotional materials, and reusable templates using Canva without the use of generative AI.



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Other Duties

- Occasional POS, cash handling, and reconciling till.
- Perform other related duties as assigned by the Executive Director.

Qualifications

We are looking for a creative, organized, community-minded candidate who has:

- Experience or education in Education, Tourism and Hospitality, Museum Studies, Business, Communications, Marketing, or a related field; equivalent combinations of education and experience will be considered.
- Experience with event planning, facilitation, marketing, social media, and community outreach.
- Strong written and verbal communication skills.
- Excellent organizational skills and the ability to manage multiple projects and deadlines.
- The ability to work collaboratively with staff, volunteers, community partners, and the public.
- Experience delivering programs or hosting events for groups with varied ages and backgrounds.
- Experience designing graphics, posters, and other outreach content on Canva.
- An interest in local history, heritage, museums, and community-based cultural organizations.
- Comfortability lifting and carrying up to 25lbs.

The Dartmouth Heritage Museum Society is committed, at all locations under its management, to a culture of respect, inclusion, equity, and diversity. The Society recognizes the valuable differences among each of us. We welcome applications from Indigenous People, African Nova Scotians and other underrepresented persons and persons with disabilities.

Applications must include a cover letter and resume and will be accepted until **December 6, 2026 at 11:59pm** by email. Applications must be addressed to Amanda Furniss, Executive Director, Dartmouth Heritage Museum, 26 Newcastle Street, Dartmouth, NS, B2Y 3M5 and sent to manager@dartmouthmuseum.ca. Candidates offered interviews may be required to submit sample posters, graphics, or digital content to demonstrate their experience with marketing and social media.