



PLAINS OF
ABRAHAM
PLAINES
D'ABRAHAM



CAREER OPPORTUNITY

Since 1908, the National Battlefields Commission (NBC), an agency of the federal government, has had a mandate to conserve and promote the Battlefields Park. This rallying site par excellence in Québec City includes the Plains of Abraham and Des Braves Park. As guardians of this historic urban park and its unique heritage, NBC employees work to make it a welcoming, inspiring, and inclusive space. Many activities (exhibits, special events, commemorative events) are offered to an incredibly diverse clientele from all walks of life.

The NBC is seeking to fill a position in its Museum Services Department team. If you have experience in working in a museum, have a strong sense of leadership, and have great interpersonal skills, this job is for you! This job is set on the very site of famous battles (1759-1760) in an exceptional working environment in the heart of the city. As a member of a dynamic team, you will work in a thriving cultural environment.

PROGRAM MANAGER, OUTREACH ACTIVITIES

Working under the director of museum services, the program manager for outreach activities is responsible for all tasks related to planning outreach activities and collaborates with everyone involved in museum services as well as in other departments.

PRIMARY ACTIVITIES:

- Plan and direct outreach activities, which includes planning the development of guided activities for groups and individuals, public events, and edutainment activities.
- Plan and direct logistics planning for events and activities hosted by the service.
- Oversee the coordination and presentation of activities.
- Manage and supervise service delivery (scheduling, work shifts, locations, equipment management, human resource allocation).

- Oversee the use of the organization’s fleet of vehicles.
- Develop and manage cultural and school partnerships for outreach activities.
- Manage and review staff who lead activities and office staff who report to the manager of outreach activities.
- Share administration of budgetary approvals for outreach activities.

EMPLOYEE PROFILE:

- Significant experience working in a museum setting, in the planning, coordination, and organization of outreach activities and events, as well as in client experience.
- University degree in education, history and heritage, or another field related to the position or equivalent experience.
- Excellent ability to work in a team and ability to motivate staff.
- Excellent written and spoken proficiency in English and French.
- Significant experience and skills in human resource management and in scheduling and task assignment.
- Strong sense of leadership and ability to manage priorities.
- Great interpersonal skills to promote courtesy and respect with different internal and external partners.
- Excellent creativity and imagination.
- Flexibility, thoroughness, and attention to detail.
- Recognition of the organization’s and the Public Service of Canada’s values, specifically of respect, team spirit, and inclusion.
- Valid driver’s licence.

EMPLOYMENT CONDITIONS:

- 37.5 hours per week, generally Monday to Friday. Beyond regular working hours, you may need to answer calls relating to scheduling and staffing; some evening and weekend shifts will be required depending on activities and events.
- Option to work remotely when duties permit.
- Pay scale \$78,834 to \$85,187 per year.
- Competitive pension fund and dental and health care plan.
- Three (3) weeks of vacation per year with progressive increase.
- Free parking provided.
- Job begins as soon as possible.
- Museum and renowned historic site on a prestigious natural space at the heart of the historic district of Québec and all its services.

TO APPLY:

Interested candidates should send their resume with a cover letter by email to rh@ccbn-nbc.gc.ca. Please include the job title in the subject of your email.

Only candidates selected for interview will be contacted.
Applications and interviews will be ongoing once listing is posted.

www.ccbn-nbc.gc.ca

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the following designated groups when you apply: Indigenous peoples, members of visible minorities, persons with disabilities, women.

