



Sooke Region Museum

Operated by the Sooke Region Historical Society

Mailing Address: Box 774, Sooke, BC V9Z 1H7

Street Address: 2070 Phillips Rd. Sooke, BC V9Z 0Y3

250-642-6351 info@sookeregionmuseum.ca

Job Posting: Communications & Outreach Coordinator

Full time, contract, weekend and evening work required

Hourly wage: \$25.50, 22.5 hours/week

Deadline to apply: 18 October 2026, midnight

Term: November 2026-October 2027

Job Description

The Sooke Region Museum & Visitor Centre is seeking support for communications, community outreach, and projects during our 50th year to build awareness of the Museum and grow our audience.

This position will support all areas of Museum operations with communications, outreach and project coordination during our 50th anniversary year. This position will report to the Executive Director and work collaboratively with the full staff team and volunteers. The Sooke Region Museum & Visitor Centre aims to provide opportunities for people to experience and explore local cultural and natural heritage, connecting people and each other, building a sense of pride among community members and providing a sense of place for tourists. Celebrating our 50th anniversary in 2027, we will present a special year of programs, events, and projects, coordinated by this position. We will also be presenting refreshed exhibits to be promoted throughout our anniversary year. This position will embody our organizational values of being welcoming, inspiring, stewardly, ethical and relevant, supporting our mission to inspire an appreciation of the Sooke Region's past and its relevance to our present and future.

This is a term contract, with possibility for extension.

Responsibilities

- Coordinate and support planning, promotion, and facilitation of 50th anniversary initiatives and Museum communications throughout the year. Planned initiatives for the year include: Heritage Week, Sooke Night Market, Open House, Exhibit Refresh Reveal, CRABFEST, Sooke Spook, Moss Cottage Christmas & Market, Programs such as the Sooke Night Market are planned and facilitated by our Programs Manager, with this position supporting in the addition of 50th anniversary elements to the regular program.
- Organizing a 50th anniversary scavenger hunt in collaboration with other partners;
- Coordinate 50th anniversary event (October 2027) in collaboration with Board members and other staff;
- Promotions for 50th anniversary merchandise currently in development;
- Plan and facilitate Museum outreach at community events during the anniversary year
- Create and update content for WordPress website and social media campaigns
- Planning, preparation and distribution of print and digital communications

The Sooke Region Museum operates in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.

- Contribute to the development and implementation of the Museum's community outreach strategy, including development of key messages
- Capture content for reporting, communications and promotions
- Solving problems and developing resourcefulness is a big part of the job, which includes responding to requests and challenges as they arise.

Qualifications

- Interest in the cultural and natural history and heritage of the Sooke Region
- Excellent writing skills for promotions and communications
- Experience coordinating projects in collaboration with other positions and organizations
- Experience with event planning, promotion, sponsorship and logistics coordination;
- Well-developed relationship building and inter-personal skills, including the ability to speak with groups and strangers, and work with diverse populations
- Attention to detail
- Ability to prioritize tasks to meet deadlines with excellent time management skills
- Knowledge of WordPress website for updating content
- Experience working with design templates in line with organizational brand
- Must be able to work independently and as part of a team
- Physically able to set up/take down events (tables, tents, etc.)

Assets

- Experience planning and facilitating community-based events
- Experience in managing external relationships with stakeholders and community members
- Experience developing communications strategy, developing key messages
- Interest in natural and cultural history
- Knowledge of Sooke region history (from East Sooke to Port Renfrew)
- Knowledge of the role of museums and non-profit organizations
- Experience working with Affinity design software

About the Museum & Visitor Centre and location

The Sooke Region Museum & Visitor Centre are operated by the Sooke Region Historical Society. The region includes East Sooke to Port Renfrew, in the territories of the T'Sou-ke, Scia'new, and Pacheedaht peoples, who have inhabited this land since time immemorial.

The Sooke Region Museum & Visitor Centre are committed to equity, diversity, inclusion, access, and reconciliation and an open and transparent hiring process. We encourage and welcome all applicants. Please contact us if you need alternative formats for the application process.

How to apply

Submit your resume and cover letter by midnight on 18 October 2026.

email: director@sookeregionmuseum.ca

mail: Box 774 Sooke, BC V9Z 1H7

hand-deliver: 2070 Phillips Road, Sooke

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