



# Sooke Region Museum

Operated by the Sooke Region Historical Society

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**Historical Exhibits   Archives   Gift Shop   Visitor Centre   Lighthouse   Moss Cottage**

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## Community Engagement project support

Proposals accepted until midnight Wednesday 21 May.

Submission details below.

The Sooke Region Museum & Visitor Centre is conducting a survey and coordinating events to gather input from residents and visitors from East Sooke to Port Renfrew to reflect the needs, values, and stories of the region and create a shared vision for the future. We are seeking an individual to provide public engagement support for the survey and engagement events and communications services.

The survey and engagement events are exploring what interests Sooke region residents about the museum, how they feel the museum might respond to the needs of the communities it serves, ideas for potential partnerships, programs, or services, and insights into how we can foster a stronger sense of connection, belonging, and pride in the museum and the stories it shares.

Engagement activities are underway and are ongoing until mid-August. Support with activities, promotion, data analysis and outcome reporting will be ongoing from May until mid-October and estimated to be about 200 hours.

### Services:

1. Public engagement support (May to mid-August) which may include:
  - Scheduling, coordinating and facilitating focus groups and/or consultation events.
  - Preparing public and planning materials for public engagement events.
  - Recording and transcribing notes from engagement events.
  - Planning and managing logistics including venues, invitations, catering, etc.
2. Data analysis and outcome reporting support (mid-August to mid-September):
  - Compiling and analyzing data collected in engagement events and survey.
  - Drafting public consultation outcomes.
  - Developing recommendations to respond to consultation outcomes and plans to communicate those.
3. Writing and communications which may include:
  - Developing and activating marketing and/or communications strategies to promote public engagement activities and the survey.
  - Planning and developing content for public-facing materials.
  - Writing print and online communications and marketing content which may include email, newsletters, website, social channels, news releases, advertisements, signs and posters.
  - Developing background and presentation materials and reports for a variety of audiences.
  - Editing and proofreading for consistent voice and accuracy.

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Preference may be given to individuals with education, demonstrated experience, skills and knowledge as follows:

- At least two years related experience in community engagement, event planning or communications.
- Experience using Microsoft Office Suite (e.g. Word, Excel, PowerPoint, Teams and MS Outlook).
- Experience conducting public consultation projects and activities is an asset.
- Strong interpersonal skills and the ability to work effectively with diverse audiences.
- Strong written and oral communication skills to participate in engagement, develop reports, public facing and briefing materials, and actively participate in a working group.
- Experience coordinating and facilitating meetings, events, and engagements.
- Experience working in teams of staff and volunteers is an asset.
- Knowledge of community-based non-profit organizations or community museums is an asset.
- Knowledge of the Sooke region is an asset.

**Submission – If you are interested please submit, by midnight Wednesday 21 May:**

1. A cover letter indicating your interest and contact information (name, address, phone, email, web and social sites) and desired hourly rate.
2. A resume outlining your background and experience related to the required public engagement support and communications services.
3. Two references.

Send to: [director@sookeregionmuseum.ca](mailto:director@sookeregionmuseum.ca) including "Engagement Support" in the subject line.

The Sooke Region Museum & Visitor Centre appreciates the effort of everyone who submits interest and only those meeting requirements will be contacted.

The Sooke Region Museum & Visitor Centre is committed to equity, diversity, inclusion, access, and reconciliation. We encourage and welcome all submissions from women and gender nonconforming people, people of color, Indigenous Peoples, people with disabilities, peoples of all sexual orientations, and all others.

**About the Sooke Region Museum & Visitor Centre**

Sooke Region Historical Society operates the Sooke Region Museum & Visitor Centre, located on ancestral lands of T'Sou-ke people, and operating within the region encompassing territories of Scia'new and Pacheedaht peoples and the communities of East Sooke, Sooke, Otter Point, Shirley, Jordan River and Port Renfrew.

Since its founding in 1977, the Sooke Region Museum has been dedicated to preserving and sharing the rich human and natural history of the Sooke region. From exhibits and archives to community programs, the museum celebrates stories and heritage that make the region unique.

We are celebrating our **50<sup>th</sup> anniversary in 2027**. Outcomes from the public engagement will help shape planning for the celebrations and envisioning the museum of the future.

For more information visit: [www.sookeregionmuseum.ca](http://www.sookeregionmuseum.ca).

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