

## Job Posting- Interpreter

<b>Job Title:</b>	Interpreter	<b>Company:</b>	H.R. MacMillan Space Centre
<b>Industry:</b>	Museum/Space Science Centre	<b>Position Type:</b>	Part-Time
<b>Location:</b>	1100 Chestnut Street, Vancouver, BC. V6J 3J9	<b>Date Posted:</b>	May 18, 2024
<b>Salary:</b>	\$20.92 per hour	<b>Posting Expires:</b>	May 31, 2024
<b>Pay Range (Steps 1 to 5)</b>	\$20.92-\$24.38		

### Job Description

#### **Position Overview**

This is educational work in leading and delivering established on-site interpretive programs for a variety of audiences on-site at the HR MacMillan Space Centre, off-site programs and special events. An Interpreter presents selected astronomy, space science and sustainability education programs and activities to children and adults, researching topics related to theme for integration into presentations, and tailoring the delivery for a particular audience. Interpreters may also provide input into the development of new programs and activities of a similar nature.

#### **About H.R. MacMillan Space Centre**

For over 50 years, the H.R. MacMillan Space Centre has been the main attraction for all and everything related to astronomy, space, and science. Here at the Space Centre, we merge art, culture, and science as vehicles to inspire others to learn about our universe through our programs/shows, activities, demonstrations and interactive exhibit experience. We are a relatively small-sized lean crew that emphasizes the quality of our service and ensures the customer experience is top quality.

#### **Our Commitment to Employment Equity**

- At the HR MacMillan Space Centre we sincerely believe that diversity, equity, and inclusion (DE&I) must be a part of how we function and operate as an organization. As such, we are committed to ensuring that all qualified applicants regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or any other identifiable characteristics are encouraged to apply for employment at the HR MacMillan Space Centre.

#### **Duties and Responsibilities**

Include but are not limited to:

- Leads and delivers established interpretation programs for a variety of on-site audiences such as families, adults, ESL, school (elementary and high school), community groups, and the general public.
- Researches topics related to theme for integration into presentations; tailors the delivery of a program or activity for a particular audience; plus provides input into the development of new programs and activities of a similar nature.
- Supports and promotes various programs and events by providing general information to visitors of the HR MacMillan Space Centre and to the general public at off-site locations.
- Leads established arts and craft activities for various programs, workshops and events.
- Assists with the set-up of items such as artifacts, objects and photographs for displays and demonstrations, and presents them to participants for examination and discussion; and answers routine questions regarding the objects.
- Designs and creates educational materials such as props, simple multimedia and hand-outs in support of programs.
- Prepares displays for special events.
- Assists with the care and maintenance of educational materials and supplies.
- Sets up and uses technology and equipment required to present established interpretative programs.
- Provides information and orientation to guests visiting the gallery.
- Performs related work as required.

### **Qualifications**

- Completion of one year post-secondary education in astronomy, sciences, environmental education or a related subject plus some related experience in working with children, or an equivalent combination of training and experience is preferred.
- At least 1 year of prior museum or education-related experience is preferred.
- At least 1 year of prior experience in the use of Microsoft Word, Excel and Outlook.
- Must be able to work in Canada.
- Must be able to communicate both written and verbally in English.
- Minimum of 16 years of age.
- Must be willing to work mornings, afternoons, evenings, overnights and weekends.
- Valid BC Class 5 driver's license is preferred.
- OFA level 1 Certificate in First Aid is preferred.

### **Knowledge and Skills**

- Ability to effectively present/deliver established interpretive programs and activities to children and adults.
- Ability to memorize scripts and educational materials for presentations/shows/programs.

- Able to work independently and in teams.
- Able to work under time constraints and in a timely manner.
- Basic knowledge of arts and crafts is an asset.
- Able to communicate effectively with children and adults; while leading group activities and providing instruction which promotes the interest of the HR MacMillan Space Centre initiatives and events.
- Working knowledge of astronomy, space science and sustainability is an asset.
- Working knowledge of HR MacMillan Space Centre policies, regulations and equipment as they relate to the work performed.
- Working knowledge of Microsoft Teams and Zoom is an asset.
- Working knowledge of the methods, procedures and techniques for presenting interpretive programs and activities.
- Have the ability to maintain confidential information regarding clients, other employees; and the ability to adhere to the Space Centre's confidentiality Agreement.
- Able to deal with stressful plus emotionally demanding work as you will be engaging with and providing customer service for teachers, students, and the general public.

**Working conditions**

- Must be able to work on-site at the H.R. MacMillan Space Centre.
- Work atmosphere is professional and cordial.
- Able to stand for long-periods at a time.
- Regular travel may be required for the employee to the job sites of the Space Centre's client(s) to deliver portable shows/programs to schools/environments that are within residential zones.
- The employee will report to the Learning Services Director.

**Compensation and Benefits:**

- Salary starting at \$20.92.
- 12% in lieu of benefits

**Work schedule:**

- Mornings, Days, Evenings, Overnights and/or weekends.

**Training:**

- Onsite and on-the-job training

Email Resume to the HR and Operations Director (Monty Puaar): [careers@spacecentre.ca](mailto:careers@spacecentre.ca)