

## Technical Coordinator

<b>Job Title:</b>	Technical Coordinator	<b>Company:</b>	H.R. MacMillan Space Centre
<b>Industry:</b>	Museum/Space Science Centre	<b>Position Type:</b>	Auxiliary
<b>Location:</b>	1100 Chestnut Street, Vancouver, BC. V6J 3J9	<b>Date Posted:</b>	January 04, 2025
<b>Salary:</b>	\$31.79 per hour	<b>Posting Expires:</b>	January 31, 2025
<b>Pay Range (Steps 1 to 5)</b>	\$31.79-\$37.27		

### Job Posting

#### Position Overview

The H.R. MacMillan Space Centre is seeking a dynamic individual who will play a key role in performing highly specialized technical work on-site involving responsibility for custom fabrication, installation, repair and preventive maintenance of a wide variety of exhibition, audio-visual, and projection systems and electronic equipment used at the H.R. MacMillan Space Centre and the Gordon MacMillan Southam (GMS) Observatory. An incumbent of this class works alongside a small team of technicians to install, maintain, service, troubleshoot and repair exhibit and gallery electronic equipment; designs, develops and tests exhibit electronic equipment and systems; fabricates and creates electronic prototypes; oversees the work of contractors and may supervise the work of technical staff; establishes and maintains effective working relationships with internal and external contacts; collaborates with educators, operations and visitor experience staff to obtain input for maintenance of exhibits.

This is an Auxiliary (1-3 day/week), on-site staff position within the Operations department of the HR MacMillan Space Centre, with day-to-day reporting to the Director of Human Resources and Operations. The work is performed under general supervision and requires the exercise of considerable independence of judgment and action in the technical aspects of the work. More complex problems and policy matters are discussed with a superior who reviews the work in terms of the effectiveness of technical and operational services rendered and attainment of desired objectives.

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

- HR MacMillan Space Centre bring over 50 years of industry experience in the Museum and education industry. We provide a unique learning experience for schools and the public 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**

The duties and responsibilities are as follows:

- Installs, maintains, services, troubleshoots and repairs electronic exhibit and gallery equipment and systems.
- Performs regular inspections to ensure equipment is functioning safely and properly.
- Performs scheduled maintenance in accordance with manufacturer requirements and warranty guidelines.
- Installs and dismantles temporary exhibits and seasonal feature gallery exhibitions, as required.
- Designs, develops and tests electronic exhibit and gallery equipment and systems.
- Custom fabricates and creates prototypes; writes specifications, draws schematics and creates documentation.
- Install, repair and perform preventive maintenance of a wide variety of exhibition, audio-visual, and projection systems and electronic equipment used at the H.R. MacMillan Space Centre and the Gordon MacMillan Southam (GMS) Observatory.
- Operates, services, maintains and makes minor repairs to all tools and equipment; cleans, greases and adjusts equipment; sharpens and maintains hand and power tools.
- May direct, supervise, review and schedule the work of a small group of subordinates engaged in technical work; may participate in recruitment and training.
- Establishes and maintains effective working relationships with internal and external contacts.
- Communicates with suppliers; oversees and coordinates work of contractors and monitors work of same.
- Provides advice and assistance to staff and superiors regarding technical problems, issues and long-term planning for systems and equipment.
- Collaborates with educators, operations and visitor experience staff to obtain input for maintenance of exhibits.
- Keeps abreast of developments in exhibition, computer software and hardware, and theatre projection technical systems and equipment; evaluates new products or enhancements.
- Makes recommendations on the acquisition and use of related products, equipment and systems; orders and tracks equipment and parts; recommends new types of equipment and/or upgrades; monitors manufacturer's warranty requirements.

- Prepares and maintains a variety of reports, records, manuals and files.
- Provides estimates for assigned projects including materials, costs and completion timelines.
- Prepares budget proposals and monitors the budget.
- Performs related work as required.

### **Qualifications**

- Diploma in Electronics plus considerable related technical experience, preferably certification as an Electrical Work Practitioner (EWP) and completion of an Electrical Code Course or an equivalent combination of training and experience.
- Driver's Licence for the Province of British Columbia.
- Aerial Work Platform (Boom Lift and Scissor Lift) Operator Training License is an asset
- Fall Protection Certification is an asset

### **Knowledge and Skills**

- Thorough knowledge of computer, electrical mechanical, electronic and multi-media systems and equipment.
- Considerable knowledge of the practices, methods, materials, tools and equipment used in a variety of trades applicable to the work.
- Considerable knowledge of the techniques, materials and methods related to installation and maintenance of electronic exhibits and equipment.
- Considerable knowledge of the hazards and proper safety procedures related to public areas and work spaces.
- Ability to operate, modify, construct, install, repair and maintain a variety of complex systems and equipment and to investigate and resolve problems related to same.
- Ability to design, modify, construct, install, repair, maintain and direct the development and manufacture of electronic components of exhibits.
- Ability to utilize blueprints, technical drawings, schematics, and product manuals towards repair and maintenance of a wide variety of media.
- Ability to coordinate and execute projects from concept stage to completion.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to provide advice, information and recommendations to same.
- Ability to prepare and monitor budgets, and to prepare and maintain reports, manuals and records.
- Ability to supervise and review the work of technical staff and to oversee and coordinate the work of contractors.
- Ability to work under pressure and to meet deadlines.
- Skill in the use and care of precision tools and equipment used in the work.

**Working conditions**

- Must be able to work on-site at the H.R. MacMillan Space Centre.
- Work atmosphere is professional and cordial.

**Compensation and Benefits:**

- Starting salary at \$31.79 per hour.
- 12% in lieu of benefits.

**Work schedule:**

- On-site
- Flexible work hours.
- Mornings, Days and/or evenings shifts on weekdays or weekends may be required.

**Training:**

- On-site and on-the-job training

**To Apply:**

Email Resume to the Director of Human Resources & Operations (Monty Puaar):  
humanresources@spacecentre.ca