

## Programs Coordinator

<b>Job Title:</b>	Programs Coordinator	<b>Company:</b>	H.R. MacMillan Space Centre
<b>Industry:</b>	Museum/Space Science Centre	<b>Position Type:</b>	Full-Time
<b>Location:</b>	1100 Chestnut Street, Vancouver, BC. V6J 3J9	<b>Date Posted:</b>	November 12, 2024
<b>Starting Salary:</b>	\$28.28 per hour plus Benefits	<b>Posting Expires:</b>	Until Filled
<b>Pay Range (Steps 1 to 5)</b>	\$28.28-\$33.01		

### Job Description

#### Position Overview

Learning is an important aspect of the H.R. MacMillan Space Centre mandate. Every day visitors of all ages are engaged with a sense of wonder about the universe, our planet and space exploration. Reporting to the Director of Learning Services, an incumbent of this class performs educational work at the supervisory level, while coordinating delivery of a variety of school and public programs and events for the H.R. MacMillan Space Centre.

An incumbent of this class trains, schedules and supervises the work of a moderate-sized group of interpretive staff and volunteers; oversees the day-to-day delivery of programs in multimedia theatres, exhibition and programming spaces; researches and develops school and public program content and related materials. Considerable independence and action are exercised within the parameters of established policies and procedures while more difficult or unusual problems are referred to a superior who reviews work performance for scientific accuracy, quality of services provided, and achievement of desired objectives.

#### 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:

- Trains, schedules, supervises and evaluates the work of a moderate-sized group of interpretive staff responsible for the delivery of programs and events at the Space Centre and at offsite locations; trains and schedules volunteers to support programs; as required.
- Delivers programs and workshops; checks and approves timesheets and related documents.
- Coordinates, promotes and implements established earth and space science education programs for delivery to schools and the general public.
- Organizes logistical requirements for programs.
- Creates teacher lesson plans and other support materials; develops and delivers teacher training sessions; serves as a resource to teachers and students on science projects.
- Researches and develops content for new programs, and events; develops appropriate related formats, activities, materials and demonstration methods; reviews, revises and updates established programs to ensure currency with organizational objectives.
- Develops, recommends and implements related policies and procedures and oversees day-to-day delivery of programs in multi-media theatres, exhibition and programming spaces; as required.
- Operates equipment for shows; performs routine troubleshooting of electronic components and audio visual equipment.
- Oversees the setup and use of a variety of presentation technology and equipment; develops and promotes safety procedures and methods.
- Orders, distributes and maintains related supplies and equipment.
- Promotes programs and provides information to the media.
- Attends and participates in a variety of organizational committees.
- Performs related work as required.

### **Qualifications**

- University graduation with a degree in education, science education, astronomy and/or science and considerable related supervisory experience or an equivalent combination of education and experience.
- Experience in working with children or an equivalent combination of training and experience is preferred.
- At least 1 year of prior experience in the use of Microsoft Word, Excel and Outlook is preferred.
- Must be able to work in Canada.
- Must be able to communicate both written and verbally in English.

- Minimum of 19 years of age.
- Must be willing to work on-site on mornings, afternoons, evenings, and weekends.
- Valid BC Class 5 driver's license is an asset.

### **Knowledge and Skills**

- Considerable knowledge of the principles, policies, methods and objectives applicable to developing, implementing and evaluating a variety of educational earth and space science programs, projects and activities.
- Considerable knowledge of education and demonstration principles, practices, techniques and methodology as related to the work performed.
- Sound knowledge of the Space Centre's school and public programs, objectives and equipment.
- Working knowledge of astronomy, space science, science education, and sustainability education.
- Working knowledge of the hazards, security and safety precautions and practices related to the work.
- Able to work independently and in teams.
- Able to work under time constraints and in a timely manner.
- Able to communicate effectively with children and adults.
- 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.
- Must have the ability to maintain confidential information regarding clients, other employees; and the ability to adhere to the Space Centre's confidentiality Agreement.

### **Abilities and Physical Demands:**

- Ability to train, schedule, supervise, and evaluate the work of staff and volunteers engaged in interpretive activities.
- Ability to develop, plan, coordinate, evaluate, revise and implement interpretive school and public programs, materials and activities within established guidelines and standards.
- Ability to oversee the routine day-to-day delivery of programs in multi-media theatres, exhibition and programming spaces with minimal supervision, and develop and implement policies and procedures for same.
- Ability to communicate effectively, orally and in writing, with a variety of audiences.
- Ability to utilize a variety of media to present programs.
- Ability to establish and maintain effective working relations with a variety of internal and external contacts.
- Skill in the use of equipment and software related to the work.\
- Physically and emotionally fit to work.

### **Working conditions**

- Must be able to work on-site at the H.R. MacMillan Space Centre.
- Work atmosphere is professional and cordial.
- The employee will report to the Learning Services Director.

**Work schedule:**

- On-Site
- Mornings, Days, Evenings, and/or Weekdays or Weekends.

**Training:**

- On-site and on-the-job training

To Apply, please email resume to the HR and Operations Director (Monty Puaar):  
careers@spacecentre.ca