

## Head Interpreter

<b>Job Title:</b>	Head Interpreter	<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>	March 06, 2025
<b>Salary:</b>	\$23.38 per hour	<b>Posting Expires:</b>	March 31, 2025
<b>Pay Step (Steps 1 to 5)</b>	\$23.38-\$27.23		

### Job Description

#### Position Overview

This is an Auxiliary educational and supervisory work in developing and delivering astronomy, space science and sustainability education programs and activities to groups and members of the public at the HR MacMillan Space Centre and at off-site programs under the direction of senior staff.

A Head Interpreter independently develops and presents a variety of assigned interpretive programs and activities for adults, family and children's groups, and works with internal and external contacts to assist in planning and presenting specific programs and special events. A Head Interpreter also provides training, guidance and supervision to subordinates, volunteers and seasonal staff. Considerable independent judgement and action are exercised within established guidelines, while unusual problems and policy matters are referred to senior staff, who review work performance in terms of quality of services provided and effectiveness in dealing with the public.

#### 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:

- Develops and presents assigned interpretation programs and activities on astronomy, space and sustainability for groups of various ages and interest levels.
- Leads and delivers established on-site interpretation programs for a variety of audiences such as families, adults, ESL, school (elementary and high school), community groups, and the general public.
- Researches topics related to astronomy, space and sustainability and interpretive techniques for integration into presentations; while, designing and creating related educational materials such as props, hand-outs, multi-media and other references.
- Liaises with teachers to ensure assigned programs meet learning objectives of school groups; plus provides assistance to internal and external contacts in presenting programs and special events and participates in planning for programs and events under direction of senior staff.
- Promotes events and the HR MacMillan Space Centre features through informal contact with visitors; as required. May be asked to provide information on programs and initiatives to the media.
- Designs and creates displays, brochures and signage; oversees props storage and maintains program supplies.
- Sets up and uses technology and equipment required to present interpretative programs.
- Leads and delivers existing, new or modified educational programs and activities, as well as the planning and presentation of specific programs, special events, birthdays and etc.
- Assists senior staff with on-site training, directing, supervising and evaluating the work of subordinates, volunteers and seasonal staff on program delivery.
- Assists with the development of interpreter training materials and maintains a resource manual for various interpretive programs and activities.
- Assists with the scheduling of interpretive staff as required.
- Performs related office support functions such as responding to information requests from the public, forwarding group bookings, maintaining files and records.

- 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.
- Assists with the care and maintenance of educational materials and supplies.
- Provides information and orientation to guests visiting the gallery, groundstation theatre and star theatre.
- Performs related work as required.

### **Qualifications**

- Completion of a bachelor's or associates degree in astronomy, space science, environmental sustainability related discipline plus some related experience or an equivalent combination of training and experience.
- 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 19 years of age.
- Must be willing to work mornings, afternoons, evenings, overnights and weekends.
- Valid BC Class 5 driver's license is preferred.
- Level 1 Certificate in First Aid.

### **Knowledge and Skills**

- Working knowledge of the methods, procedures and techniques for developing and presenting interpretive programs and activities.
- Working knowledge of astronomy, space science and sustainability is an asset.
- Working knowledge of departmental goals and objectives.
- 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.
- Ability to research subjects related to presentations.
- Able to work independently and in teams.
- Able to work under time constraints and in a timely manner.
- Prior customer service skill/experience is an asset.
- Basic knowledge of arts and crafts is an asset.

- Able to communicate effectively with children and adults; while leading group activities and providing instruction using educational, interpretive and persuasive techniques to promote the interest of the HR MacMillan Space Centre initiatives and events.
- Able to establish and maintain effective working relationships with a variety of internal and external contacts.
- 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.
- Ability to perform supervisory duties and assisting in the training of junior staff, interpreters, volunteers and seasonal workers (i.e. temporary workers, interns and work experience students).
- Able to successfully complete training in various formats of our programming.

**Working conditions**

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

**Abilities and Physical Demands:**

- Physically and emotionally fit to work.
- 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.

**Compensation and Benefits:**

- Salary starting at \$23.38 (Pay Grade 16).
- 12% in lieu of benefits and statutory holidays

**Work schedule:**

- 1+ day per week
- Mornings, Days, Evenings, and/or Overnight shifts on 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

