

**The Edmonton Space & Science Foundation  
Manager, Education Experience  
Full-Time  
(Out of Scope)**

*The TELUS World of Science – Edmonton’s (TWOSE) mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. Located in Treaty Six Territory, we are the destination to engage Albertans’ hearts and minds in science.*

*TWOSE is committed to diversity, equity, and inclusion. We encourage Indigenous peoples, persons living with disability, sexual and gender minorities, women and members of all minority groups to apply. All qualified candidates are encouraged to apply.*

**POSITION SUMMARY:**

Under the direction of the Director of Education, the Manager of Education Experience is responsible for leading the development, delivery, and evaluation of School Programs. This includes school visits, virtual school programs, science outreach, and other programs targeting youth. The Manager liaises with the formal education system to ensure the TELUS World of Science Edmonton’s school programs and field trips meet the needs of the formal education system and positions the organization as an important partner with teachers, schools, and other education stakeholders. The Manager manages a team of educators and initiates strategies to build capacity in the School Programs.

This highly motivated individual has a history of taking initiative, generating creative solutions, and inspiring others. The Manager of Education Experience have a demonstrable passion for science and for education. They consistently engage people in a respectful manner and build meaningful partnerships with stakeholders. The Manager can manage multiple projects with competing priorities, can mobilize a team in a collaborative environment, and is flexible in a rapidly changing environment.

**DUTIES AND RESPONSIBILITIES:**

- Lead the development and implementation of new school and outreach programs that meet the needs of the formal education system.
- Develop and implement an evaluation plan of existing school programs; use this data to make decisions about program development and /or redesign to better meet formal curriculum and encourage attendance.
- In support of the organization’s goals, objectives and overall budget, develop and manage the annual School Programs and Science-in-Motion operating plans and budgets to ensure successful service delivery.

- Ensure the education experience team achieves attendance and revenue targets. Build TWOSE's capacity for informal science education delivery in support of the formal sector.
- Foster the development of a dynamic, collaborative, and effective team of life-long learners. Assigns full- and part-time educator work responsibilities, training, supervising, and mentoring to optimize performance. Participate in hiring and performance appraisal for staff, review requests for leaves of absence, issue warnings or discipline to correct staff performance problems, and respond to grievances.
- Liaises with all levels of customers (School Board Coordinators, Principals, Teachers) to ensure that product is well positioned in the market to meet customer needs. Represent TWOSE interests and build partnerships with the formal education community.
- Advise on the issues and trends in Alberta Education, other jurisdictions and within the global science centre community.
- Collaborate with other TWOSE departments on projects such as marketing, visitor surveys, research, traveling exhibits, events, etc.
- Help shape new products, programs, and initiatives that intersect with school programs.
- Stay abreast of current developments in education and science and technology in terms of new discoveries, presentation techniques, and science curricula. Establishes systems to ensure that staff keep abreast of these developments and incorporate them in to programs.
- Develop strategies to support teachers in the science classroom. Assess the need for the creation of professional development opportunities for teachers; deliver and evaluate these programs.
- Identify volunteer requirements to support the school programs area and provide the necessary management and evaluation of the volunteer component.
- Teach school programs when necessary.
- Other related duties as required.

### **QUALIFICATIONS:**

#### **Knowledge and Abilities:**

- Excellent knowledge of the Alberta Curriculum.
- Passionate about science literacy and the broader public understanding of science.
- Knowledge of and experience in program development and delivery in an informal or formal learning environment.
- Ability to motivate and inspire an effective team.
- Have a solid understanding of the relationship between science centres and formal education.
- Ability to accurately meet deadlines in a timely and concise manner.
- Excellent interpersonal, organizational and communication skills.
- Dynamic teaching skills in a hands-on environment.
- Adaptable to a changing work environment.



✉ [WWW.TWOSE.CA](http://WWW.TWOSE.CA)

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- Excellent problem solving skills.
- Managerial accounting experience.

**Education:**

- Bachelor of Education degree with specialization in science strongly preferred.
- Teaching experience in the formal education system in Alberta strongly preferred.
- Evidence of effective management experience an asset.

**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**COVID-19 Notice:** TELUS World of Science - Edmonton has implemented a COVID-19 Vaccination Policy. Employees must be fully vaccinated against COVID-19 and provide proof of vaccination. Please note that this policy applies to all employees, including new hires, and volunteers. If your application is successful, you will be asked to provide proof of vaccination or request an exemption.

**Salary:** TELUS World of Science - Edmonton offers a competitive salary commensurate with experience, plus a generous manager-level benefits package. Please indicate wage expectations on accompanying cover letter.

**Hours of work:** 75 hours biweekly, Monday through Friday

**Opening Date:** October 15, 2021

**Closing Date:** **Until suitable candidates found.**

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document.**

**We thank all applicants and advise that only those selected for an interview will be contacted**

LAT 53° 33' 40" N LON 113° 33' 50" W