



**Job Title: Education and Programs Coordinator**

**Status:** FT

**Reporting Structure:** Programs Manager (Head of Operations until filled)

**Job Summary:**

The Education Program Coordinator is a challenging position, with responsibility for developing and delivering learning modules, education programs and outreach. The position is also responsible for developing relationships with teachers, school boards and education organizations (libraries, other museums) within the County and neighbouring counties. This individual is directly responsible for developing and implementing an effective set of school programs workshops and curriculum resources. The individual must be highly motivated and able to work independently and as part of a team with minimal coaching or supervision. The individual must be organized and able to work under strict deadlines, while producing quality deliverables on a spectrum of academic interests, including but not limited to palaeontology, natural history and museum practice.

The Education and Programs Coordinator also plays a key role in the operations of the new outdoor palaeontology programs. The Prospector experience takes groups on the Wapiti River in search of fossils. Camps and palaeontology programs at Pipestone Creek Bonebed provide hands-on experiences for adults and children.

This position requires weekend and holiday work. The individual must be willing to work at least two weekends a month and most statutory holidays. The museum is a tourist venue. As such, the summer season is the busiest. Vacation for this position is limited to a maximum of one week during the peak season (June, July, August). This position may be adjusted to a Tuesday to Saturday work week to accommodate museum hours.

This position has a supervisory function, requiring the ability to adapt hours as required and a solid understanding of supervisory responsibilities.

**Tasks and Skills:**

- Teaching regular classes, bonebed tours, training docents and volunteers and developing outreach material for schools in the Peace region
- Run the museum outdoor summer camps
- Assist with the museum's rafting experience
- Coordinate educational involvement with community events, booths, and conventions
- Develop instructional material; coordinate, write, and edit educational content. With the Assistant Curator,
- Works closely with Education Staff, Marketing, Assistant Curator, Exhibit Developer and Head of Operations to ensure the visitor experience is high quality from booking to departure.
- Evaluates and confirms learning objectives through ongoing needs assessments. This is achieved through a solid program of evaluation



## PHILIP J. CURRIE DINOSAUR MUSEUM

- Evaluates financial success of programs and ensures that all programs support the financial health of the organization
- Proactive approach to seasonal trends and event-based educational, seminar, podcasts and opportunities for national and international subscribers.
- Supervise and assist interns as required.
- Identify and assist with grant writing prospects

### **Qualifications:**

- Master's Degree in Science, Education or a similar field. Bachelor's degree will be considered where experience equivalencies can be proven. An underfill will be considered
- Minimum 2 years' experience in a similar role
- Proven ability to present to children (70%) and adults (30%). Proven through a solid track record and high quality survey results
- Experience hiring and managing summer students and interns
- Experience developing programs designed to meet audience and education needs
- Proven ability writing grants
- Sound understanding of pedagogy principles and ability to apply them to casual learning environments
- Knowledge of education programs in other facilities.
- Ability to develop, implement and evaluate front-end, formative and summative surveys.

### **Competencies:**

- Leadership – ability to manage summer students. Supports junior employees through example.
- Integrity – understanding the ramifications of actions. Provides soft leadership to peers by supporting museum projects and direction
- Responsibility – The individual is conscientiously aware of program metrics, ensuring that programs are of a high quality and financially viable

### **To Apply**

Please submit cover letter and resume to [HR@dinomuseum.ca](mailto:HR@dinomuseum.ca).

Please note that all employees must show proof of vaccination.