



# PHILIP J. CURRIE DINOSAUR MUSEUM

**Job Title: Programs Manager**

**Status:** FT

**Reporting Structure:** Executive Director

**Job Summary:**

Located outside of Grande Prairie, in Northern Alberta, the Philip J Currie Dinosaur Museum showcases the rich palaeontology found in the region. Through galleries and innovative programs such as Palaeontologist for a Day, April Archosaur Absurdity, PalaeoPalooza, and the Wapiti River Rafting Expedition, the museum creates programs that enable adults and youth to interact with palaeontologists working in the region.

The Project Manager, Programs is responsible for managing new projects from development through execution. The project manager will monitor programs and ensure that new programs are evaluated and propose changes based on the evaluation.

The project manager is an organized individual who works well with scientists, creatives, and management to ensure good project communication and project execution. The project manager must also have a track record of working with and managing contractors.

In the first year, the project manager will play a leading role in the following projects:

- Rafting experience on the Wapiti River
- Completion of Escape Room experience
- Virtual Speaker Series on the Road

**Work location**

Work from home can be arranged for short periods of time, but this position requires the majority of the work be completed at the museum or from one of the program sites (Pipestone Creek Park, Wapiti River).

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 and 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:**

- Develops timelines for hiring and training of key staff (river guides, tour guides, camp leaders) and ensures that progress is monitored.
- Ensure that the museum outdoor summer camps are properly equipped, that all risks assessed and managed, ensure that camp staff are adhering to



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- Provides planning and project management for the museum's rafting experience and
- Excellent interpersonal skills and proven ability to develop and maintain multi-level relationships with external partners, Ministries, boards, committees, peers, and support staff
- Coordinate community events, booths, and conventions (staffed by others)
- 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 financial success of programs and ensures that all programs support the financial health of the organization
- Supervise and assist interns as required.
- Identify and assist with grant writing prospects

### **Qualifications:**

- Training in Project Management or equivalent experience accompanied by knowledge of museum programs, usually gained through a university or college degree or equivalent experience.
- A proven track record of strong project management and communication skills
- Excellent writing, editing and proofreading skills
- Experience in a museum, science centre, or events setting an asset
- Experience with outdoor programs and events preferred
- Ability to develop, implement and evaluate front-end, formative and summative surveys.

### **Competencies:**

- Leadership – ability to lead others through new projects. Supports junior employees through example. Ensure that key information is communicated to senior management.
- Integrity – understanding the ramifications of actions. Provides soft leadership to peers by supporting museum projects and direction. Attentive to deadlines and obligations.
- Responsibility – The individual is conscientiously aware of program metrics, ensuring that work product is of a high quality and financially viable

### **To Apply**

Please submit cover letter and resume to [HR@dinomuseum.ca](mailto:HR@dinomuseum.ca). The position is open until filled.

Preference will be given to early applicants.

Please note that all employees must show proof of vaccination.