

<b>Anticipated start date:</b>	September 2019
<b>Terms of employment:</b>	Full-time permanent
<b>Salary:</b>	\$31,500-33,000 annually (commensurate with training and experience) + benefits
<b>Application deadline:</b>	Friday August 2nd, 2019 @ 5pm

The Exploration Place is a charitable organization with a mission to provide learning opportunities that foster an understanding of significant past & current issues shaping our community by linking experiences within the Regional District of Fraser Fort George to the world in a unique, participatory Museum of regional history, science and technology.

We are seeking an **enthusiastic, outgoing, motivated and energetic person to fill the position of Public Programs Coordinator**. The Public Programs Coordinator delivers high quality, educational front-line services to museum clients both on and off site. This includes school and community programs, as well as gallery demonstrations. The Public Programs Coordinator is also responsible for the coordination of the Prince George Regional Heritage Fair, some interpretive gallery services and upkeep, and assisting with front-of-house visitor services responsibilities. The Public Programs Coordinator also provides assistance to the childcare department on a regular basis.

**The Public Programs Coordinator has the following responsibilities:**

- ❑ Collaborate with the Manager – Community Engagement to establish and evaluate program goals
  - Annual work plan with budget, new directions, goals and objectives for the year
- ❑ Collaborate and communicate with Science World staff regarding key initiatives of our strategic partnership and ensure timely communication of quarterly statistics.
- ❑ Greet visitors with enthusiasm and maintain a positive atmosphere in the galleries that promotes visitors' willingness to interact with staff and exhibits.
- ❑ Conduct yourself in a friendly and professional manner with clients and other employees: demonstrate integrity by maintaining professional relationships internally and externally.
- ❑ Interact, cooperate and collaborate with all employees in a positive, respectful fashion that fosters trust.
- ❑ Be aware of upcoming events and activities: visit the daily events calendar for information about daily events and upcoming school programs.
- ❑ Keep accurate and up-to-date school and community program registration information; ensure the daily events calendar is always up-to-date.
- ❑ Communicate with teachers and community event coordinators in a respectful, timely, and effective fashion.
- ❑ Ensure the safety and security of confidential client information at all times.
- ❑ Deliver onsite educational programs to preschools, elementary and secondary schools.
- ❑ Deliver offsite educational programs within our regional district and the northern part of the province.
- ❑ Deliver onsite community programs including, but not limited to:
  - Gallery demonstrations
  - Pro-D day activities
  - Homeschooler Mondays
  - Canada Day activities
  - Rotten Pumpkin Festival
  - Chinese New Year
  - National Science & Technology Week
  - Teacher's Open House
  - Prince George Regional Heritage Fair
  - Seniors Tea & Tell
  - Members Christmas Party
  - Easter Sunday Egg Drop
  - Science Odyssey
  - Science Literacy Week
  - National Science and Technology Week

- ❑ Plan, coordinate and deliver the annual Prince George Regional Heritage Fair in conjunction with a committee of cultural organization volunteers and the Manager – Community Engagement.
- ❑ Deliver offsite community programs including, but not limited to:
  - Ultimate Bridge Building Competition
  - Central Interior Science Exhibition
  - Community Science Celebration
  - Mackenzie Children’s Festival
  - Billy Barker Kids Day
  - BC Northern Exhibition
  - Summerfest
  - Winterfest
  - BMO Kidzart Days
  - Willow River Days
  - Hixon Fall Fair
- ❑ Educate yourself about the exhibits we have, both permanent and temporary, so that you can intelligently speak about them to our visitors.
- ❑ Ensure the safety and stewardship of the animals in our care and the immediate physical environment.
- ❑ Make sure the galleries and exhibits remain safe and clean; notify a manager of any unsafe area or equipment.
- ❑ Provide front desk coverage for breaks and unexpected illnesses
- ❑ Assist with various other interdepartmental special events and facility rentals, including setup and take down
- ❑ Maintain all school and community program equipment and supplies inventory.
- ❑ Assist Fort George Explorers After-school Care as necessary
- ❑ Maintain a clean driver’s abstract and Class 4 British Columbia Driver’s License.
- ❑ Safely drive the After-school Care shuttle to transport participant children from their schools to the Exploration Place daily.
- ❑ Seek professional development activities of at least twenty (20) hours annually.
- ❑ Actively participate in team meetings.

**Public Programs Coordinator Education, Experience & Conditions:**

- ❑ Completion of secondary school with a post-secondary degree, preferably in the fields of education, science, and/or history
- ❑ Working with diverse ages in a non-traditional teaching & learning environment
- ❑ Sound knowledge of, interest in, and willingness to expand understanding of science and heritage
- ❑ Excellent oral communication and interpersonal skills
- ❑ No fear of creepy crawly critters
- ❑ Experience working with Windows, Microsoft Word, Excel, and Outlook
- ❑ Must be willing to submit to and pass a criminal record check
- ❑ Must have and be willing to use own transportation when necessary
- ❑ Maintain a clean driver’s abstract and Class 4 British Columbia Driver’s License
- ❑ Maintain valid first aid and CPR certification
- ❑ Must be cleared by a medical doctor as physically and mentally capable of working with children

**No phone calls please. Only applicants chosen for an interview will be contacted.**

**- All offers are subject to satisfactory completion of reference and police criminal record checks -**

**Please email, fax, or drop off a resume and cover letter to:**

Amanda Smedley, Manager – Community Engagement  
 The Exploration Place  
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