



1100 Chestnut Street Vancouver British Columbia V6J 3J9

Position: Interpreter
Department: Learning Services
Reports To: Director of Learning
Salary: Part-Time, 17.5 hours per week, shifts on weekdays, weekends, evenings
\$18.71 per hour (Pay Grade 14) plus option of benefits.
Work may include off-site programs offered both locally and province-wide
This position falls under the jurisdiction of CUPE Local 15

Posting Date: Friday April 1, 2022
Closing Date: Friday April 14, 2022

The H.R. MacMillan Space Centre is committed to developing long term, trusted and respectful relationships with Indigenous Nations. Located on the traditional, ancestral and unceded territory of the Sk̓wxwú7mesh (Squamish) and x̱məθkʷəy̱əm (Musqueam) and sel̓ilwítulh (Tsleil-Waututh) Nations, the Centre acknowledges the unique history and connection of the Sk̓wxwú7mesh (Squamish) and x̱məθkʷəy̱əm (Musqueam) and sel̓ilwítulh (Tsleil-Waututh) First Nations to the land.

Nature of Position

This is educational work in leading and delivering established interpretive programs for a variety of audiences at the H.R. MacMillan Space Centre and at off-site programs and special events. An Interpreter presents selected astronomy, space science and sustainability education programs and activities to children and adults, researching topics related to theme for integration into presentations, and tailoring the delivery for a particular audience. Interpreters may also provide input into the development of new programs and activities of a similar nature.

Major Duties and Responsibilities

- ❖ Leads and delivers established interpretation programs for a variety of audiences such as children, adults, seniors, families, school and community groups; researches topics related to theme for integration into presentations; tailors the delivery of a program or activity for a particular audience; provides input into the development of new programs and activities of a similar nature.
- ❖ Supports and promotes various programs and events by providing general information to visitors of the H.R. MacMillan Space Centre and to the general public at off-site locations.
- ❖ Leads established arts and craft activities for various programs 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; answers routine questions regarding the objects.
- ❖ Designs and creates educational materials such as props, simple multimedia and hand-outs in support of programs; prepares displays for special events.
- ❖ Assists with the care and maintenance of educational materials and supplies.

- ❖ Sets up and uses technology and equipment required to present established interpretative programs.
- ❖ Assists senior staff in training and overseeing the work of volunteers.
- ❖ Provides information and orientation to guests visiting the gallery.
- ❖ Performs related office support functions such as providing information to the public, forwarding group bookings and maintaining files.
- ❖ Performs related work as required.

Qualifications

- ❖ Completion of one year post-secondary education in astronomy, sciences, environmental education or a related subject plus some related experience in working with children, or an equivalent combination of training and experience.
- ❖ Working knowledge of the methods, procedures and techniques for developing and presenting interpretive programs and activities.
- ❖ Working knowledge of astronomy, space science and sustainability.
- ❖ Working knowledge of H.R. MacMillan Space Centre policies, regulations and equipment as they relate to the work performed.
- ❖ Ability to effectively present established interpretive programs and activities to a variety of audiences, to research related topics and prepare related educational materials and displays, and to provide assistance to senior staff in the development and presentation of new programs and activities.
- ❖ Ability to communicate effectively to a variety of audiences, to lead groups activities and provide instruction, and to promote interest in H.R. MacMillan Space Centre initiatives and events.
- ❖ Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- ❖ Ability to assist senior staff in training and overseeing the work of volunteers.
- ❖ Level 1 Certificate in First Aid.
- ❖ Driver's License for the Province of British Columbia.

Submit a cover letter and resume no later than 5:00 pm on Friday April 14, 2022 to the Director of Human Resources: careers@spacecentre.ca

Only those selected for an interview will be contacted.