



1100 Chestnut Street Vancouver British Columbia V6J 3J9

JOB OPPORTUNITY

Position: Director of Learning Services (Exempt Position)
Department: Education
Reports To: Executive Director
Posting Date: Thursday, March 31, 2022
Closing Date: Thursday, April 21, 2022

The H.R. MacMillan Space Centre Society is seeking an experienced, enterprising programming professional to join the Centre's senior leadership team as Director of Learning Services.

ABOUT US

Our mission is learning without frontiers. Our approach centers on creating an accessible environment where people are encouraged to explore and take risks. At the heart of this is wonder and fun, unexpected moments, good conversation and challenging ideas. These qualities are inherent in our interactions with our audience. Our vision is to create experiences of wonder...we dream of a world filled with inquisitive, open-minded individuals who embrace their differences, connected through discovery and united through a deeper sense of shared humanity. This vision is centered on the importance of supporting a scientifically literate society in which individuals can make informed choices about the issues our community faces.

The H.R. MacMillan Space Centre Society is committed to developing long term, trusted and respectful relationships with Indigenous Nations. Located on the traditional, ancestral and unceded territory of the Skwxwú7mesh (Squamish) and xʷməθkʷəyəm (Musqueam) and selílwitlh (Tsleil-Waututh) Nations, the Centre acknowledges the unique history and connection of the Skwxwú7mesh (Squamish) and xʷməθkʷəyəm (Musqueam) and selílwitlh (Tsleil-Waututh) First Nations to the land.

We acknowledge the spirit and intent of the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada: Calls to Action and recognize our role and responsibility in reconciliation.

ROLE SUMMARY

The Director of Learning Services plays a strategic role in developing a culture of exploration, creativity, and curiosity. As well, this role will play a critical role to oversee the Space Centre's commitments to long term, trusted and Indigenous relationships, and the ongoing development and delivery of Indigenous programs. Reporting to the Executive Director and working with the management team, the Director will design, direct and execute multi-faceted school and public programs that builds communities of support and attracts visitors to the Centre. Creation and delivery of Indigenous programs is a strategic focus for long-term financial sustainability.

An entrepreneurial approach and strategic mindset are critical for success in this role.

PRIMARY ACCOUNTABILITIES

As a member of the Centre's Senior Leadership Team, the Director of Learning Services will demonstrate:

Leadership

- Works with senior leadership and the board to set strategies and policies;
- Creates a program strategy to deliver increased revenue to the Centre's strategic priorities;
- Acts on behalf of the Centre in business, civic and community organizations to foster, build and grow relationships with internal and external audiences;
- Seeks and inspires excellence and impact in all endeavours;

Programming Excellence and Impact

- Builds a diverse base of engaged visitors and partners through delivery of innovative programs; works with the Development department on grants/sponsorships to secure funds for the Centre's annual operations and builds communities of support;
- Creates and executes a full complement of diverse and inclusive programs, exhibitions and outreach initiatives, and including partnership development;
- Builds, motivates and supports a team of staff and volunteers to advocate for the Centre in the execution of the strategic plan;
- Sets, monitors and reports on programming goals and metrics on a quarterly basis.

Management

- Provides strategic and operational support to Management team;
- Works with the Marketing team to improve visitor funnel strategies that optimize program offerings and create lifelong supporters of the organization;
- Recruits, leads, supervises, coaches and mentors a small team of program-staff to achieve mutually agreed performance targets;
- Prepares business plans, sets budgets and authorizes expenditures.

The Centre is a unionized environment. The position carries responsibilities for representing the Centre in the administration of the Collective Agreement and for representing the Senior Leadership Team as required.

CANDIDATE ATTRIBUTES

As a skilled Director, you are responsible for overseeing and leading the work of a group of people, understanding and delivering full-cycle budgeting and reporting for your department, and demonstrating successful authorship of plans and their execution.

Education and Professional Qualifications

- Masters Degree in Education or Museum Education with at least 10 years' experience as a programming and strategic implementation professional in progressively senior roles.
- Strong understanding of the BC Curriculum with demonstrated experience creating and leading comprehensive program development.
- Strong network within the BC educational community.

Experience

- Extensive knowledge and experience in policy and operations of a non-profit, unionized organization.
- Experience managing, supervising, and motivating staff and volunteers.
- Ability to establish strong relationships with community partners.
- Background in astronomy, space sciences, and sustainable/ecological programming an asset.
- Experience working with membership-based organizations such as museums, cultural or educational institutions would be an advantage.
- Experience with contributing to marketing plans for programs.
- Project management, administrative and budget preparation experience required.

Personal Attributes

- Goal-orientated with an entrepreneurial mindset.
- Excellent written and oral communications.
- Ability to build strong partnerships and interpersonal relationships.
- Strong interpersonal skills with a high degree of diplomacy and professionalism to maintain good relationships with external partners.
- Responsive, accessible and acts with a sense of urgency. Ability to lead cadence developing new programs while maintaining a strategic long-term outlook.
- Action-oriented problem-solver with demonstrated ability to multitask, adapt and priority set to achieve business objectives.
- Exceptional influencing and negotiation skills.
- Outstanding leadership skills to build, mentor and coach a highly motivated team.
- Commitment to deliver exceptional customer service (internal and external).
- Excellent planning and analytical skills.

Other Information

The Director of Learning Services is currently a four day a week role with anticipation of full time hours this year. The H.R. MacMillan Space Centre Society offers a generous salary and benefits package. Salary range \$65K to \$75K.

Please submit application by e-mail no later than 5:00pm Thursday, April 21, 2022 to:

**Raylene Marchand
Executive Director
E-mail: director@spacecentre.ca**