

JOB OPPORTUNITY

Learning Program Lead

The Learning Program Lead is accountable to the Executive Director for developing and delivering learning programs and services which work toward the advancement of museums as outlined in the strategic and operational plans of the organization.

Within this, the Learning Program Lead shares responsibility for addressing stakeholders' needs within established priorities: by collaborating with staff to ensure the overall goals of MAS are achieved; remaining current on trends and issues affecting museums; addressing the broad trends and issues affecting museums through learning program/service development; consulting and communicating regularly with staff, members, and stakeholders; and planning and evaluating programs and services.

AREAS OF RESPONSIBILITY

Planning

- Participate in organizational planning/evaluation processes
- In consultation with the Executive Director develop an annual work plan and monthly workplans
- Collaborate with stakeholders in planning and development of MAS learning programs and services, including conducting needs assessments
- Develop new initiatives to support the strategic direction of the organization
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services
- Ensure the application of professional standards and practices

Learning Program Coordination and Delivery

- Oversee the collection and maintenance of records related to MAS learning programs and services
- Communicate with members and other stakeholders to gain community support for learning programs and to solicit input to improve learning program offerings
- Work closely with other program staff (Community Engagement Lead and Museums Advisory Lead) to ensure effective and efficient Association program delivery
- Work with consultants, and MAS members to ensure effective and efficient learning program delivery
- Coordinate the delivery of services among different learning program activities to increase effectiveness and efficiency
- Where needed, in consultation with the Executive Director, recruit, interview and select well-qualified consultants for learning program delivery
- Provide consultation assistance in cooperation with the Executive Director where possible
- Ensure efficient registration, confirmation and record-keeping procedures are in place

Training and Professional Development

- Oversee planning and delivery of the Certificate program including the regular updates to content and delivery as well as the scheduled rotation online and at locations around the province
- Oversee planning and delivery of the Special Topics workshops either in-person or online
- Oversee the ongoing development and delivery of the Governance Program
- In consultation with the Community Engagement Lead, oversee planning and delivery of the Network Knowledge Exchange program
- Assist the Museums Advisory Lead with the Collections Database program by developing training as required

Administration

- Participate in the research and writing of funding applications and follow-up reports as required
- Participate in the planning and administration of learning program budgets
- Write reports, as necessary, for internal use and to communicate with stakeholders including members, funders, partners, etc.
- Communicate with funders as outlined in funding agreements
- Monitor learning program expenditures
- Monitor learning program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance programs, as appropriate

Additional Duties

- Maintain and enhance the Resource Library collection and catalogue
- Oversee the Museums and Sustainability initiative
- Oversee the ongoing development of the SK Ecomuseum Network
- Assist the Executive Director with member and stakeholder relations activities
- Other duties as assigned

QUALIFICATIONS

- University degree or equivalent post-secondary education
- Demonstrated knowledge of adult education theory and practice
- Strong interpersonal skills, experience working with volunteers
- Strong presentation skills
- Project/program management skills, including planning and evaluation
- Strong critical thinking skills with an emphasis on 'thinking outside the box'
- Familiarity with Saskatchewan cultural sector including arts, heritage and multicultural and Indigenous subsectors
- Familiarity with museum community
- Demonstrated planning and organizational skills
- Demonstrated self-starter
- Demonstrated ability to be flexible and work well as a member of a team
- Valid driver's licence and a willingness to travel and work evenings and weekends as required

The starting salary for this position is \$44,000, plus a comprehensive benefits package.

Please submit your resume and cover letter by **4pm on September 30th** to:

ex.director@saskmuseums.org.

We thank you for your interest; however, only those candidates selected for an interview will be contacted.

The Museums Association of Saskatchewan is committed to being an inclusive organization, and as such, if you identify as a member of an equity-seeking or historically underrepresented group, we invite you to self-identify in your application. Furthermore, if you're excited about this role but your education and experience don't align with every requirement in the job description, we encourage you to apply anyways. You may be who we are looking for!