



EDUCATION MANAGER

POSITION SUMMARY

Reporting to the Director of Education and Exhibits, the Education Manager is responsible for supporting the development, coordination, delivery, and ongoing evaluation of the museum's annual Program Plan. This position leads and supports a team of year-round Education Facilitators and is responsible for the development and implementation of the museum's Access Program. The Education Manager builds and maintains effective relationships with community partners and organizations integral to the delivery of high-quality STEAM based educational experiences for museum guests.

KEY AREAS OF RESPONSIBILITY

1. Leadership

- Performs all duties and responsibilities in a manner consistent with the museum's mission, vision, and values.
- Helps to set and promote a tone for organizational efficiency and effectiveness.
- Promotes an organizational culture that fosters innovation, open communication, teamwork and collaboration.

2. Educational Programming

- Supports the development of the goals and learning outcomes for the museum's annual and multi-year Education Plan.
- Responsible for implementing the museum's annual education program plan, ensuring the creation and delivery of high-quality STEAM based programs.
- Ensures programs are educationally and developmentally sound, creative, fun, and age appropriate, in accordance with the museum's Educational Program Philosophy (to be developed).
- Ensures programs have clear connections to the Saskatchewan curriculum.
- Evaluating programs upon completion, using feedback, data, and trends to recommend changes as necessary.
- Planning and coordinating all aspects of school and group programming, including Exploration and Discovery Visits.
- Planning and coordinating all aspects of special programming, including but not limited to Workshops, Family Nights, Noon Year's Eve, Wonderhub's Birthday Party, and Camps.
- Oversees the work plan for all rotating exhibits and spaces (Create Space, Spotlight, Toon Town, Mystery Box, etc.) as it pertains to the Education Facilitators.
- Responsible for the development and implementation of Wonderhub's Access Program.
- Working with marketing and communications team to support the promotion of programs.
- Identifying needs for volunteers, ensuring effective training and supervision of volunteers assigned to educational programming.

- Ensuring a smooth and efficient process is created and implemented to procure and replenish all programming supplies in a timely fashion, working within established budgets.
- Assists with the planning and oversight of the annual Programming budget.
- Assist with the preparation of program-related funding applications as required.
- Working with the Director of Education and Exhibits, builds partnerships with local artists, scientists, educators and organizations for program development and delivery.
- Delivers school and public programs on an as needed basis.

3. Supervision

- Supervises a team of year-round Education Facilitators who are responsible for the creation and delivery of educational programs, animating museum exhibits, and facilitating playful experiences for all museum guests.
- Provides guidance, feedback, and coaching to team members, supporting them in finding innovative and exciting ways to engage children.
- Hires, trains, and supervises temporary and seasonal employees, including camp staff, and contracted guests and performers.

4. Other

- Performs other related duties as assigned.

QUALIFICATIONS & SKILLS

- Undergraduate degree in a related field such as elementary or early childhood education and three to five years of experience working directly in the coordination and delivery of programs for children ten and under. Equivalent combination of education and experience would be considered.
- Passion for childhood education and development, and the role of museums in communities.
- Two to three years management experience considered an asset.
- Experience and/or training in an area of Science, Technology, Engineering, Arts and Math considered an asset.
- Understanding of educational principles, child development theory, and experiential learning.
- Ability to coordinate and deliver high-quality programs in alignment with program strategy and plans.
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults.
- Demonstrated ability to build productive relationships with key internal and external partners.
- Exceptional customer service and communication (both written and verbal) skills.
- Public speaking and presentation skills.
- Sensitivity to accessibility and inclusion barriers for marginalized children and families.
- Organized, self-motivated, and detail oriented.
- Willingness to continually learn and adapt to challenges and differing perspectives.
- Commitment to inclusion, diversity, and equity.

OTHER CONSIDERATIONS

- Current Criminal Record Check and Vulnerable Sector Check required upon offer of employment.
- This position requires travel within Saskatoon; a valid driver's license as well as access to a vehicle is essential.

- Must be available during non-regular business hours, such as evenings and/or weekends, to attend meetings and events, on an occasional basis.

REPORTING

This position will report to the Director of Education & Exhibits.

COMPENSATION

- Salary Range: \$68,000 - \$81,600 (target mid-point of \$74,800), depending on experience
- Three weeks' vacation
- Comprehensive group benefit plan
- Group retirement savings plan
- Professional development opportunities
- Complimentary family membership to the museum

LOCATION

This full-time (40 hours/week) role will primarily be in-person, with some flexibility to work remotely from time to time. Nutrien Wonderhub is located at 950 Spadina Crescent East, Saskatoon, SK. Some travel is required occasionally, primarily within Saskatoon.

WHO WE ARE

Our mission is to bring children and families together to create, learn, play, and explore without boundaries.

Our vision is to expand possibilities for children; building a brighter future for our community.

We are a world-class children's museum. In June 2019, we opened our doors at our new home in the historic Mendel Building, located on the banks of the South Saskatchewan River. Since opening we have brought thousands of visitors together in a rich educational environment that fosters learning through experiences rooted in play.

Our interactive exhibits and engaging programs provide creative and educational experiences for children and families. A walk through the museum reveals a flowing space that is comfortable, exciting, and welcoming of all people. From the ethereal northern lights that grace the heights of the facility's main gallery to the fan-favourite, whimsical fiber-art climbing structure, you'll discover nooks for high-energy activity and crannies for quiet, thoughtful creation and play. Our exhibits provide endless opportunities to explore the wonderful ways science, technology, engineering, art, and math interact. The museum draws visitors from across the province, and beyond, and is integral to the cultural fabric of Saskatchewan.

Located on Treaty 6 Territory and the Homeland of the Métis, we are Saskatchewan's only children's museum and in 2023-24 we anticipate more than 120,000 visits. As a non-profit organization, we rely on daily admissions, memberships, programming fees, and vital community support to fund our programs and operations. This is an exciting time to join Wonderhub as the museum is embarking on a new strategic plan (2023-2026), building on our strengths and preparing for our next phase of growth and organizational development.

For more information about Nutrien Wonderhub, please visit: www.wonderhub.ca.

FOR MORE INFORMATION ABOUT THIS OPPORTUNITY, PLEASE CONTACT:

Melanie Rogowski, Director of Education and Exhibits

306-249-3574 ext. 226

melanie@wonderhub.ca

TO APPLY, PLEASE SUBMIT A COVER LETTER AND RESUME BY 11:59 PM ON SUNDAY, JULY 14, 2024,

TO: careers@wonderhub.ca

Nutrien Wonderhub offers an inclusive workplace that embraces diverse backgrounds and commits to diversity, equity, and inclusion.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.