



Exhibits and Programs Coordinator

Department	Education and Exhibits
Reports To	Director of Education and Exhibits
Employment Type	Permanent, Full-time (37.5 hours / week)
Location	Saskatoon, SK
Compensation	\$50,918 – \$63,648 (target mid-point of \$57,283)
Date Effective	July 9, 2026
Date Revised	n/a

Position Overview

The Exhibits and Programs Coordinator is a creative, detail-oriented museum professional who develops engaging exhibits and hands-on programming that bring Nutrien Wonderhub's mission to life. This role is the primary driver of the museum's temporary exhibit development and travelling exhibit program, and leads programming throughout the museum, including in Create Space, Wonderhub's dedicated makerspace and art studio. The Coordinator oversees Wonderhub's volunteer and community engagement program. They build and maintain relationships with artists, makers, exhibit vendors, cultural institutions, and community organizations to support exhibit and program development. This is a dynamic position suited to someone who thinks like both a curator and an educator, and who is energized by the creative work of exhibit development and the detail of program planning, coordination, and evaluation.

Key Areas of Responsibility

Temporary Exhibit Development and Traveling Exhibit Program

Lead the development of Wonderhub's temporary and in-house exhibits program, including:

- Lead the concept development, design, and creation of the museum's temporary exhibits with a focus on *Toon Town*, *Mystery Box*, and *Spotlight*.
- Ensure temporary exhibits align with Wonderhub's mission, Education Philosophy, learning outcomes, and audience needs.
- Coordinate exhibit fabrication, sourcing of materials, and installation timelines, working with other team members, volunteers, contractors, artists, and vendors as needed.
- Develop interpretive content, signage, and interactive play-based elements that support learning outcomes and accessibility.
- Maintain up-to-date exhibit documentation, including maintenance plans, inventories, and safety records to ensure exhibits can be remounted as required.

- Work with the Museum Preparator to ensure temporary exhibits are maintained, repaired, and refreshed to a high standard of quality and safety.
- Research, evaluate, and recommend travelling exhibit opportunities that align with Wonderhub's mission and strategic goals, and support planning, vendor coordination, and logistics when a travelling exhibit is booked.

Create Space

Serve as the lead coordinator for Create Space, Wonderhub's maker and creativity studio, including:

- Design and deliver a rotating schedule of drop-in and facilitated activities in Create Space that foster creativity, tinkering, and STEAM-based exploration for a range of ages.
- Source, maintain, and manage Create Space materials, tools, and equipment, including troubleshooting and inventory control.
- Build and maintain relationships with guest program facilitators including makers, artists, and technical specialists to inform and enrich Create Space.
- Maintain up-to-date program documentation, resources, guest facilitator contracts, and operational systems to support consistent delivery.

Public Programs

Support exhibit-related programming for general museum visitors, including:

- Plan, develop, and deliver exhibit-related public programming, including seasonal programming and family friendly special events.
- Ensure engaging on-floor facilitation and interpretation to help visitors connect with permanent, temporary, and travelling exhibits.
- Maintain up-to-date program documentation, resources, guest facilitator contracts, and operational systems to support consistent delivery.

Community Engagement

Build Wonderhub's presence and connection with the wider community, including:

- Build and maintain relationships with community organizations to support outreach and audience development for exhibits and programs.
- Plan hands-on play-based programs and activities to fit the unique needs of each community engagement initiative.
- Represent Wonderhub at relevant community, sector, and industry events related to exhibits and programming.

Volunteer Program

Build and coordinate a volunteer program that supports exhibits and programs while providing meaningful ways for the community to support Wonderhub, including:

- Recruit and onboard volunteers to support and execute exhibit-related projects and programming.
- Oversee volunteer recognition and retention practices that encourage long-term engagement with the museum.

Program Evaluation

Coordinate the collection and analysis of both quantitative and qualitative program data, including:

- Collaborate with the Director of Education and Exhibits to develop and implement assessment tools that evaluate the effectiveness of exhibits, Create Space programming, family friendly special events, community engagement, and other assigned programs or projects.
- Collect and analyze qualitative feedback from participants and visitors to make data-informed decisions for exhibit and program improvements.
- Track quantitative program metrics, including participation and engagement rates against annual targets, and make data-informed recommendations to pivot or improve as needed.

Budget Management

Manage assigned exhibit and program budgets, including:

- Contribute to the development of annual budgets for exhibits, programs, and projects.
- Purchase exhibit and program materials and supplies within approved budget and organization policies.
- Track and manage all exhibit and program expenses, identifying cost-effective solutions to maximize resources.
- Track program revenue against annual targets, monitoring and reporting on trends, and making data-informed recommendations to achieve annual goals and targets.

Volunteer and Staff Supervision

Train and supervise volunteers and part-time and seasonal team members, including:

- Develop and maintain effective onboarding and training systems for volunteers, part-time, and seasonal team members responsible for supporting or delivering programs under the coordinator's responsibility.
- Ensure volunteers, part-time, and seasonal team members are delivering assigned programs with consistency and quality.
- Schedule volunteers, part-time, and seasonal team members in alignment with operational needs.
- Support the development and evaluation of volunteers, part-time, and seasonal team members in collaboration with the Director of Education and Exhibits.

Other Duties

- Performs all duties and responsibilities in a manner consistent with the museum's mission, vision and values.
- Performs other related duties as assigned.

Qualifications

Education & Experience

- Bachelor's degree in education, museum studies, fine arts, design, or a related field, or an equivalent combination of education and experience.
- Minimum two years of experience in exhibit development, museum programming, or a related creative or education role.
- A relevant combination of education and experience may be considered.
- Experience coordinating temporary or travelling exhibits is an asset.
- Experience with maker-space, STEAM, or hands-on creative programming for a range of ages is an asset.

- Previous supervisory or team leadership experience is an asset.

Skills & Competencies

- Passion for museums, exhibits, hands-on learning, and creative visitor experiences.
- Strong project management skills, with the ability to manage multiple exhibit and program timelines simultaneously.
- Creative and practical problem-solving skills; basic fabrication, design, or maker skills are an asset.
- Excellent relationship-building skills, with experience or aptitude for external partnership development and vendor management.
- Innovative and forward thinking.
- Commitment to teamwork and cross-departmental collaboration.
- Familiarity with budget management and resource allocation.
- Comfortable with data collection, reporting, and program evaluation.
- Clear and professional communicator with community members, vendors, and partner organizations.
- Proficiency with standard office software (Microsoft Office, Google Workspace) and willingness to learn registration/program management systems.

Other Requirements

- A satisfactory Criminal Record Check including Vulnerable Sector Check required upon offer of employment.
- Availability to work some evenings and weekends as required by program and event schedules.
- Standard First Aid and CPR certification (or willingness to obtain prior to start).
- Valid driver's licence is an asset.
- Ability to safely lift and move exhibit materials and equipment (up to 50 lbs) is an asset.

Reporting

This position reports to the Director of Education and Exhibits.

Target Start Date

August 17, 2026

Compensation and Benefits

- Salary range: \$50,918 – \$63,648 (target mid-point of \$57,283)
- Three week's vacation
- Group benefit plan, following successful completion of three-month probationary period
- Group retirement savings plan (GRSP), following successful completion of three-month probationary period
- Complimentary family membership to the museum

Working Conditions

This role is primarily based at Nutrien Wonderhub's facility in Saskatoon, Saskatchewan, with occasional travel for community partnerships and exhibit-related logistics. The position involves regular physical

activity, including standing for extended periods and assisting with the setup, installation, and dismantling of exhibits and program materials in a dynamic museum environment.

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.

Located on Treaty 6 Territory and the Homeland of the Métis, Nutrien Wonderhub is Saskatchewan's only children's museum, welcoming more than 100,000 visitors each year. Our interactive exhibits and engaging programs provide endless learning opportunities through the power of play. The children's museum draws visitors from across the province, and beyond, and is integral to the cultural and educational fabric of Saskatchewan. As a registered charity, Wonderhub relies on daily admissions, memberships, programming fees, and vital community support to fund our programs and operations.

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 Thursday, July 23, 2026:

careers@wonderhub.ca

Please note that qualified applicants may be interviewed as applications are received.

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.