

Technical Coordinator

Job Title:	Technical Coordinator	Company:	H.R. MacMillan Space Centre
Industry:	Museum/Space Science Centre	Position Type:	Full-Time
Location:	1100 Chestnut Street, Vancouver, BC. V6J 3J9	Date Posted:	November 10, 2025
Salary:	\$31.79	Posting Expires:	Until Filled
Pay Range (Steps 1 to 5)	\$31.79 - \$37.27		

Job Description

Position Overview

The H.R. MacMillan Space Centre is seeking a highly skilled Technical Coordinator to lead the fabrication, installation, maintenance, and repair of a wide variety of exhibition, audio-visual, projection, and electronic systems. This role ensures all exhibits and gallery systems function safely and effectively, enhancing the visitor experience across the Space Centre and the Gordon MacMillan Southam (GMS) Observatory.

The successful candidate will collaborate with a small team of technicians, educators, and operations staff, oversee contractors, and may supervise technical staff. The position requires independent judgment in technical matters, with work evaluated based on the effectiveness of technical services and achievement of organizational objectives.

About H.R. MacMillan Space Centre

HR MacMillan Space Centre brings over 50 years of industry experience in the museum and education industry. We provide a unique learning experience for schools and the public through our programs/shows, activities, demonstrations, and interactive exhibit experience. We are a relatively small-sized lean crew that emphasizes the quality of our service and ensures the customer experience is top quality.

Our Commitment to Employment Equity

At the HR MacMillan Space Centre we sincerely believe that diversity, equity, and inclusion (DE&I) must be a part of how we function and operate as an organization. As such, we're committed to ensuring that all qualified applicants regardless of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or any other identifiable characteristics are encouraged to apply for employment at the HR MacMillan Space Centre.

Duties and Responsibilities:

Include but are not limited to:

- Install, maintain, service, troubleshoot, and repair electronic exhibits and gallery systems; perform inspections and scheduled maintenance per manufacturer requirements and warranty guidelines.
- Design, develop, and test electronic exhibit systems; fabricate prototypes; write specifications; draw schematics; and maintain documentation.
- Operate, service, maintain, and perform minor repairs on tools and equipment; clean, lubricate, adjust, and maintain hand and power tools.
- Direct, supervise, review, and schedule the work of technical staff; participate in recruitment, training, and mentoring.
- Coordinate and monitor contractor work; provide technical advice and long-term planning support to staff and supervisors.
- Stay informed on developments in exhibition, computer hardware/software, and theatre projection systems; evaluate new products; recommend acquisitions and upgrades; manage procurement and warranty compliance.
- Prepare and maintain reports, records, manuals, and files; estimate project costs, materials, and timelines; prepare and monitor budgets.
- Collaborate with educators, operations, and visitor experience staff to ensure exhibits meet technical and educational standards.
- Perform related duties as required.

Qualifications:

- Diploma in Electronics and substantial technical experience.
- Certification as an Electrical Work Practitioner (EWP) and completion of an Electrical Code Course preferred.
- Equivalent combinations of education and experience will also be considered.
- Valid British Columbia Driver's Licence.

Knowledge and Skills:

- Strong knowledge of computer, electrical, mechanical, electronic, and multi-media systems.
- Expertise in installation, maintenance, and repair of electronic exhibits and equipment.
- Skilled in operating, modifying, constructing, installing, repairing, and maintaining complex systems.

- Proficient in reading and applying blueprints, technical drawings, schematics, and product manuals.
- Experienced in project management from concept to completion, including budgeting and record-keeping.
- Strong interpersonal skills; capable of collaborating with internal and external stakeholders and providing technical guidance.
- Supervisory experience in reviewing and coordinating the work of technical staff and contractors.
- Able to work under pressure and meet deadlines.
- Skilled in the use and care of precision tools and equipment.

Working conditions

- Must be able to work on-site at the H.R. MacMillan Space Centre.
- Professional and collaborative work atmosphere.
- **Must be available to work variable shifts, including days, evenings, and weekends, depending on the scope of projects.**

Compensation and Benefits:

- Salary: \$31.79/hr (Step 1), up to \$37.27/hr (Step 5)
- Benefits as per Collective Agreement

Work schedule:

- 35 hours per week
- Mornings, Days, Evenings, Weekdays or Weekends.

Training:

- On-site and on-the-job training

To Apply, please email Resume to the Chief of Staff, Rie Lowe, at careers@spacecentre.ca