

## **Job Posting: Evening Facilities & Technical Coordinator (Full-Time)**

**Job Title:** Evening Facilities & Technical Coordinator

**Company:** H.R. MacMillan Space Centre

**Industry:** Museum / Space Science Centre

**Position Type:** Full-time, Union

**Location:** 1100 Chestnut Street, Vancouver, BC V6J 3J9

**Date Posted:** January 20, 2026

**Salary:** \$31.79/hr (Step 1) – \$37.27/hr (Step 5), benefits as per Collective Agreement

**Posting Expires:** When filled

**Schedule:** Primarily afternoon/evening shifts (typically 2:00 pm–10:00 pm), occasional later shifts, including weekends and holidays

### **Position Overview**

The H.R. MacMillan Space Centre is seeking a reliable, hands-on Evening Facilities & Technical Coordinator to oversee operations during afternoon and evening hours. Acting as the on-site duty supervisor, this role ensures rentals, events, and facility operations run smoothly and safely. The Coordinator provides facilities oversight, basic technical support, staff direction, and manages day-to-day operational decisions. This is a physically active, on-site role requiring strong judgment, independence, and problem-solving skills.

### **About H.R. MacMillan Space Centre**

The H.R. MacMillan Space Centre provides unique learning experiences in science and astronomy through interactive exhibits, shows, programs, and events. Our small, lean team emphasizes collaboration, operational excellence, and public safety while delivering exceptional visitor experiences.

### **Duties and Responsibilities**

#### **Operations & Supervision**

- Act as Duty Manager during afternoon and evening shifts, including rental periods
- Oversee closing procedures, building checks, and operational readiness
- Serve as senior on-site authority for incidents and day-to-day operational decisions

#### **Event & Rental Support**

- Coordinate setup, teardown, and space readiness for rentals and events
- Support room configurations, furniture, access, equipment, and basic technical needs
- Conduct basic electrical or technical assessments and coordinate follow-up

#### **Facilities & Technical Oversight**

- Ensure all event and rental spaces meet booking and safety requirements

- Operate approved building and venue systems, including lighting and lasers where applicable
- Troubleshoot minor AV or technical issues and escalate when beyond scope

### **Staff Support**

- Coordinate and support staff working during these shifts
- Provide guidance during high-demand periods
- Assist with operational duties as needed to maintain service levels

### **Health, Safety & Compliance**

- Monitor facility conditions and respond to maintenance or safety concerns
- Coordinate contractors or internal technical staff when required
- Ensure compliance with safety procedures
- Complete incident reports, logs, handover notes, and Health & Safety documentation
- Participate in Health & Safety Committee duties, training coordination, inspections, and incident tracking

- **Other duties as required**

### **Qualifications & Experience**

- Experience in facilities operations, event coordination, technical support, or duty supervision
- Working knowledge of building systems, AV, or venue environments
- Ability to assess basic electrical or technical issues
- Comfortable working independently during afternoon/evening shifts
- Strong communication, judgment, and organizational skills
- Experience in public-facing or unionized environments considered an asset

### **Working Conditions**

- Physically active, on-site role
- May involve lifting, equipment setup, and extended periods standing

### **Hours & Schedule**

- 35 hours per week
- Primarily afternoon/evening shifts, with occasional later shifts