



**Programs Coordinator**  
Temporary Full Time

<b>Job Title:</b>	Programs Coordinator	<b>Company:</b>	H.R. MacMillan Space Centre
<b>Industry:</b>	Museum/Space Science Centre	<b>Position Type:</b>	Temporary Full-Time
<b>Location:</b>	1100 Chestnut Street, Vancouver, BC. V6J 3J9	<b>Position Duration</b>	April 15, 2026 – Oct 15, 2026, Possible Extension
<b>Starting Salary:</b>	\$29.20 per hour plus Benefits	<b>Date Posted:</b>	March 20, 2026
<b>Pay Range: (Steps 1 to 5)</b>	\$29.20-\$34.02	<b>Posting Expires:</b>	April 15, 2026

**Duration:** This is a temporary full-time position for an initial term of 6 months. However, there is a strong possibility of extension or a transition into a permanent full-time role based on performance and departmental needs.

**Position Overview**

The H.R. MacMillan Space Centre inspires visitors of all ages to explore the universe, our planet, and space science. Reporting to the Director of Learning Services, this supervisory-level role coordinates and delivers school and public programs and events, trains and schedules interpretive staff and volunteers, and develops educational content. Work is performed independently within established policies, with guidance provided for complex or unusual issues.

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

For over 50 years, the Space Centre has been Vancouver’s premier destination for astronomy, space, and science. We combine science, culture, and creativity to engage



visitors through programs, shows, interactive exhibits, and demonstrations. As a lean team, we prioritize quality service and visitor experience.

### **Commitment to Employment Equity**

We are committed to diversity, equity, and inclusion. All qualified applicants—regardless of race, colour, ancestry, place of origin, political belief, religion, marital/family status, disability, sex, sexual orientation, gender identity, age, or other identifiable characteristics—are encouraged to apply.

### **Duties and Responsibilities**

- Train, schedule, supervise, and evaluate interpretive staff and volunteers, ensuring quality program delivery and adherence to Space Centre standards.
- Deliver educational programs, workshops, and demonstrations to school groups and the public, using varied teaching and presentation methods.
- Review and approve staff timesheets, attendance records, and program documentation.
- Coordinate logistics for programs, including booking spaces, preparing materials, and arranging AV and technical support.
- Develop lesson plans, educational resources, and teacher training sessions; serve as a point of contact for teachers, students, and visiting groups.
- Research, develop, and adapt program content to ensure accuracy, relevance, and alignment with organizational objectives.
- Oversee program delivery in multimedia theatres, exhibition spaces, and off-site locations as required.
- Operate and troubleshoot AV, multimedia, and presentation equipment; develop and enforce safe usage procedures.
- Manage inventory, order, and maintain educational materials and equipment.
- Promote programs to the public and provide information to media or community partners.
- Participate in internal committees and meetings to support program planning, development, and evaluation.
- Perform other related duties as assigned.



## **Qualifications**

- University degree in education, science education, astronomy, or a related field, with significant supervisory experience, or an equivalent combination of education and experience.
- Experience working with children, or an equivalent combination of training and experience, is preferred.
- At least one year of experience using Microsoft Word, Excel, and Outlook; familiarity with Teams and Zoom is an asset.
- Eligible to work in Canada.
- Strong verbal and written communication skills in English.
- 19 years of age or older.
- Willingness to work on-site, including mornings, afternoons, evenings, and weekends.
- Valid BC Class 5 driver's license is an asset.
- Criminal record check required.

## **Knowledge and Skills**

- Principles, methods, and objectives for developing, implementing, and evaluating educational earth and space science programs and activities.
- Education and demonstration techniques relevant to the role.
- Familiarity with the Space Centre's school and public programs, objectives, and equipment.
- Working knowledge of astronomy, space science, science education, and sustainability concepts.
- Awareness of safety, security, and hazard precautions in public programming environments.
- Ability to work independently and collaboratively.
- Effective time management and ability to meet deadlines.
- Strong communication skills with children, adults, staff, and volunteers.
- Knowledge of HR MacMillan Space Centre policies and regulations as they relate to the role.



### **Abilities and Physical Demands**

- Train, schedule, supervise, and evaluate staff and volunteers engaged in interpretive activities.
- Plan, coordinate, develop, evaluate, and revise school and public programs and materials within established guidelines.
- Oversee day-to-day program delivery in multimedia theatres, exhibition, and programming spaces with minimal supervision.
- Communicate effectively, orally and in writing, with diverse audiences.
- Utilize a variety of media and equipment to present programs.
- Establish and maintain effective working relationships with internal and external contacts.
- Physically able to perform role requirements.

### **Working Conditions**

- On-site at the H.R. MacMillan Space Centre.
- Professional and collaborative work environment.
- Reports to the Director of Learning Services.
- This is a CUPE 15 unionized role

### **Work Schedule**

- On-site, mornings, days, evenings, weekdays, and/or weekends as required.

### **Training**

- On-site and on-the-job training provided.

### **To Apply**

Email your resume to the Chief of Staff, Rie Lowe, at [careers@spacecentre.ca](mailto:careers@spacecentre.ca)