



ROYAL AVIATION MUSEUM OF WESTERN CANADA

Job Title: Term Children's Program Coordinator

Job Location: 2088 Wellington Avenue, Winnipeg MB

Hourly Wage: \$16.00/hour

Term: part-time contract position July 25 – August 24, 2022. Monday – Friday, 3-6 hours per day, scheduled as needed. Incumbent must be fully available throughout contract term.

The Royal Aviation Museum of Western Canada (RAMWC) has completed construction of an 86,000 sq. ft facility location on the James A. Richardson International Airport campus in Winnipeg, Manitoba. Opening May long weekend of 2022, the Museum is a non-profit dedicated to preserving the history of aviation in Western Canada. The new Museum will showcase 27 aircraft and many unique aviation artefacts from its collection, presented from a story-driven approach. RAMWC is opening at its brand-new location on the campus of Winnipeg's James A. Richardson International Airport May 20, 2022.

The new home of the Royal Aviation Museum of Western Canada is located on Treaty 1 territory, the traditional territory of Anishinaabeg, Cree, Oji-Cree, Dakota, Lakota and Dene Peoples, and the homeland of the Métis Nation

The Role

Reporting to the Programs Director, the Children's Programs Coordinator will deliver pre-booked museum developed children programs and tours of the museum for day cares and other child focused groups. Programs are two hours in length (60 minute program & 60 minute tour). The incumbent also oversees the successful delivery of programming by School Program Interpreters lead by staff and volunteers.

Job Functions

- Organize, deliver, and reset programs for child focused bookings
- Tour groups through the museum's galleries
- Ensure Program Interpreters are scheduled to assist bookings – when required
- Report participant feedback to Programs Director
- Supervise School Program Interpreters to ensure quality & consistent programming across all bookings.
- Communicate with all museum departments to share updates on bookings, room rental needs, and additional supports – if required.

Qualifications

- Recent Graduate or currently enrolled in a child focused field (Education, Early Childhood Education or comparable)
- Must be available for entirety of term requirement: Monday – Friday, 5-6 hours per day, morning & afternoon availability (excludes Monday, August 1st)
- Experience working with children
- Supervision experience is preferred
- Experience working with the public in cultural organizations/attractions is preferred
- Demonstrated team leading skills
- Strong ability to organize and manage multiple priorities
- Proven attention to detail and ability to maintain complete and accurate documentation
- Excellent verbal and written communication skills
- Ability to communication in additional language(s) considered an asset
- Valid certification in Emergency First Aid & AED considered an asset
- Must be able to lift 50 pounds

How to Apply:

Please submit your Resume and Cover Letter with indication of the job title to programs@royalaviationmuseum.com. Please note only candidates selected for interview will be contacted.

RAMWC strives to provide an inclusive workplace and will provide a safe environment for all candidates. We provide accommodations for candidates who disclose a need.