



# ROYAL AVIATION MUSEUM OF WESTERN CANADA

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**Job Title:** Children's Program Coordinator

**Job Location:** 2088 Wellington Avenue, Winnipeg MB

**Hourly Wage:** \$16.00~20.00/hour

**Term:** Permanent part-time or full-time position, Monday to Friday with occasional weekends.

Are you an educator looking for more opportunity to teach variety of classes? Are you a recent Education graduate looking for more practical experience? Are you a retired education professional wanting to re-engage with eager-to learn students? We want to work with you.

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 and is now open to the public. 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.

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 school groups, day cares and other child focused groups targeting children and students from Pre-K to Grade 12. 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. Examples of the programs:

- **Grade Specific Programs:**

Grade 1	Magnificent Materials
Grade 2	Stopping and Going
Grade 5	Whether the Weather...
Grade 6	Science of Flight

- **Special Interest Programs:**

Grades 1-2	Airports Away! or Whirly Birds, Fishes and Drones
Grades 3-4	Advanced Airports Away!, Whirly Birds...,or Introductory Designiacs

Grades 5-6                      Designiacs or Ghost Dusters

- **STEM courses:**

Grades 5-8                      Toys in Space  
Grades 6-8                      Invisible Forces  
Grades 7-9                      Saving Mark Whatney  
Grades 7-8, 10                  Ship the Chip

- **High School:**

Grade 11                      Canada's Contribution to WWII: Aviation

### **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, half-time educator, or someone looking for a new opportunity in a child focused field (Education, Early Childhood Education or comparable)
- 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 [hr@royalaviationmuseum.com](mailto:hr@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.