

JOB DESCRIPTION:**Pay Group 5****1. General**

The Manitoba Museum's "Youth Climate Action Project", funded by the Canadian Association of Science Centres GenAction grant, will engage and evaluate K-12 learners in how their daily actions contribute to the reduction of greenhouse gas emissions and improve youth access to local, Manitoba-based data on climate resilience, Indigenous science, justice, and action. This 2.5-year project will see the development and delivery of youth-centred programming that will raise awareness, build capacity, and improve understanding of climate change, as well as capture the impact of these programs through the GenAction evaluation framework and online tracker. The project encompasses a number of distinct activities for three youth audiences: schools; day camps; and youth public programs. The Manitoba Museum is hiring a Learning & Engagement Producer (Youth Climate Action) who will lead the project activities, developing and delivering dynamic, innovative programs for a youth audience.

Reporting directly to the Planetarium & Science Gallery Supervisor, the incumbent designs, develops, delivers and evaluates learning and engagement activities on themes related to climate change and the biodiversity crisis. The incumbent's responsibilities are split between learning program delivery (50%), and the development of informal and formal learning activities for various museum audiences including school groups, youth, and day camp (50%). The incumbent is responsible for programming in all three Museum attractions – the Museum Galleries, the Science Gallery, and the Planetarium, and will work in collaboration with various Museum departments including Curatorial, Marketing, and Learning & Engagement. The incumbent must exercise initiative, creativity, and independent judgment; maintain a flexible, respectful, and energetic approach when working with the museum's public; and be able to work with minimal supervision. This position is full-time (35 hours) for 2.5 years from April 2022 to October 2024, and will require frequent evening and weekend work in order to engage with the target youth audience. Work hours may change depending on seasonal activities (i.e. school year) and special events/programs.

Priority 1: Learning Program Production, Development, and Coordination (50%)

The Learning & Engagement Producer (Youth Climate Action) will develop, pilot, adapt, coordinate, deliver, promote climate-change-related learning activities for various youth audiences. They will work within the greater Learning & Engagement Team and within the wider GenAction cross-Canada network to implement and evaluate the Museum's GenAction project; they will be expected to respond to evolving priorities with energy, agility, and creativity.

- i. Design, develop or adapt, deliver, and evaluate GenAction programs for school audiences across all three Manitoba Museum attractions including the development of Arctic-focused high school programming; integration of Indigenous knowledge and science into new and existing programming; adaptation of existing programs such as Save the Lake and A Changing Manitoba; development of pre-and-post-visit teacher/student resources.

- ii. Develop a digital, self-guided museum tour for grades 6-12, focusing on how climate change and the biodiversity crisis is impacting Manitoban biomes.
- iii. Development and promotion of “Climate Action Science Spotlights” for use by the wider GenAction network, teachers, and students.
- iv. Develop a series of GenAction activities to be delivered to day camp youth (K-5) on locally-relevant climate science.
- v. Spearhead the creation of a “Youth Climate Alliance” – a group of youth that will plan events “by and for” the Grade 9-12 audience.
- vi. Develop a series of after-hours/weekend programs for youth - ex. panel discussions, film screenings, Earth Day, etc.
- vii. Take part in GenAction forums and meetings
- viii. Lead all GenAction evaluation processes and reporting.
- ix. Seek out and facilitate community partnerships for new opportunities, assist in the maintenance of existing community relationships.
- x. Participate in media interviews within areas of content expertise.
- xi. Assist in development of promotional materials, Teacher’s Guide and Annual Report.
- xii. Present views (visitors, staff and volunteers), concerns and needs of the Department as input into management decisions on exhibitions and learning programs to enhance the visitor experience.
- xiii. Other duties as assigned.

Priority 2: Learning Program Delivery and Maintenance (50%)

To create a positive visitor experience by engaging with diverse audiences, facilitating both formal and informal learning experiences in-person and online, and ensuring visitors’ safe, engaging, and inspiring interactions. Ensure ongoing maintenance and functional operations for all GenAction-related learning experiences, and provide ongoing support to public and school programs volunteers.

- i. Deliver GenAction programs for the school, youth, and day camp audiences as per daily schedule, both in-person and online.
- ii. Answer inquiries from and provide information to the general public on all programs, exhibitions and activities.
- iii. Learn pertinent information on departmental programs, permanent galleries and temporary exhibitions as required.
- iv. Setting up and taking down furniture, equipment, specimens, artifacts and other program materials; operating A/V equipment on a daily basis according to programs scheduled, including virtual program digital technologies (Zoom, Teams, Gimbal, iPhones, etc.).
- v. Ensuring sufficient supply inventory for specific programs as assigned.
- vi. Supervising, recruiting, training, and scheduling volunteers for GenAction programming to ensure an optimum experience.
- vii. Supporting and liaising with rental staff for special events.
- viii. Researching program content and liaising with curatorial staff for exhibition or program content as needed.
- ix. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

1. Skills, Abilities and Knowledge

- i. Demonstrated knowledge of program development process for the school and youth audience.
- ii. Knowledge of contemporary issues related to climate change and the biodiversity crisis.
- iii. Knowledge and experience working in Indigenous science is an asset.
- iv. Demonstrated skills in teaching or facilitating engaging learning experiences.
- v. Good oral and written communication skills in English; knowledge of an Indigenous language spoken in Manitoba is desired, knowledge of French is desired.
- vi. Strong interpersonal skills, including the ability to interact effectively with staff, volunteers and the general public.
- vii. Good public speaking skills, including the ability to present programs and demonstrations effectively and enthusiastically to youth and school audiences.
- viii. Ability to perform research at a basic level.
- ix. Experience delivering programs via digital platforms, troubleshooting online AV equipment is preferred, and familiarity with filming and editing videos is an asset.
- x. Ability to work in an organized manner, setting and maintaining deadlines.
- xi. Ability to take initiative, problem-solve, and innovate.

2. Education, Training and Experience

- i. Experience developing and delivering science-based programming for a youth audience;
- ii. Experience working in the field of climate science, Indigenous science, and youth programming is desired;
- iii. University degree or college course in a relevant field, such as Biology, Environmental Science, Indigenous Studies, Museum Studies, Anthropology, Archeology, Geology, or Education, with substantial coursework relating to the natural history of the province or physical and natural sciences is an asset;
- iv. At least one year of experience in a similar position, i.e. developing programs and working with youth audiences;
- v. Experience working in online program delivery is an asset.
- vi. Fluent in English is required; fluency in an Indigenous language spoken in Manitoba, and/or French, is preferred, or
- vii. An equivalent combination of education and experience.

This is a Full-time term position from May 2022 to October 31, 2024. The hourly wage range is \$22.78 to 28.82, plus 6% vacation pay. Please submit your application by May 3, 2022 to:

Manager of Volunteer & Employee Relations
The Manitoba Museum
190 Rupert Avenue
Winnipeg, MB R2B 0N2
Email: hr@manitobamuseum.ca
Fax: (204) 942-3679

The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.

We thank all applicants for their interest; however, only those being considered for interviews will be contacted. We are not able to acknowledge receipt of applications submitted via Fax or mail.