

JOB OPPORTUNITY

(Full Time Position)

Position: *On the Road Manager*
Reports to: *Director of Community Outreach*

Posted: June 29, 2018

About Us

Science World is a BC-based charitable organization that engages the people of British Columbia in STEM literacy. Our mission is to ignite wonder and empower dreams through science and nature.

Overview

On The Road (OTR) is one of Science World's signature outreach programs loved by communities throughout British Columbia. Through the work of our touring science team, the program visits over 30,000 students each year outside the Lower Mainland. It uses fun, inquiry-based demonstrations to engage British Columbians in science, to spark curiosity and stimulate learning.

Position Summary

Working as a member of the Community Engagement Team, the *On the Road Manager* will provide management, coordination, budgetary and administration leadership for a variety of province-wide outreach initiatives, and in particular, for the established *OTR* program. While the specific programs and priorities will evolve over time, the initial core responsibilities for this role will include *Community Science Celebrations (CSC)*, *On the Road (OTR)* school tours and *Paid On the Road (POTR)*.

The *On the Road Manager* will play a lead role in the development, training, implementation, documentation and evaluation of these outreach program experiences. This includes updating and streamlining our *Paid On The Road (POTR)* offerings, and establishing annual priorities and targets specifically throughout the summer and spring break periods. As the manager for the *OTR* Program, this role will support a small staff team comprised of a Coordinator and a team of facilitation staff. This role will work closely with the other members of the Science World outreach team to successfully bring engaging STEAM experiences to all corners of British Columbia.

The *On the Road Manager* will be Science World's champion for outreach beyond our building. This work will build on a strong history of direct outreach delivery and partnerships. Closely linked with the developing Symbiosis Learning Ecosystem plans and aspirations, this role will be critical to ensure that the network of STEAM organizations within Symbiosis grows.

This position requires a very detail-oriented, enthusiastic, self-starter who is able to work well alone and as part of a dynamic team. This team player will be comfortable working with a creative, hardworking and dedicated group of informal learning professionals both in the office and while travelling.

Key Responsibilities:

- Leading, planning, prioritization, staffing and financial management of the outreach programs within this portfolio
- Working closely with the OTR Coordinator, train and support the OTR facilitation team to provide students and teachers with a creative, awesome, wow, and memorable science experience through dynamic science shows and demonstrations delivered around the province
- Act as the primary liaison with regional contacts and community groups interested in booking our POTR offerings. Coordinate staff scheduling including resource sharing with the Visitor Experience team
- Act as the primary liaison with regional contacts and community groups to plan, implement and run Community Science Celebration events around the province
- Working closely with the OTR Coordinator, support logistical requirements of all show and demonstration materials and equipment
- Ensure smooth operation of all the outreach programs through continuous communication and feedback with the OTR team, the Community Engagement and Visitor Experience Departments
- Working with the Coordinator, track receipts and prepare detailed and timely expense claims for all tour related expenses (car rental, hotels, meals, shipping, replacement equipment and consumables)
- Participate in media interviews to provide a positive face for the *On the Road* program in the local communities as needed

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- Drive Science World or rental vehicles safely to communities and schools as required
- Occasional travel (via plane, ferry and van) for extended periods of times will be required
- Proposal preparation and report writing
- Perform other duties as required

Qualifications:

- A post-secondary degree or diploma combined with administrative experience, ideally in program and/or tour coordination and/or administration
- Experience managing and supervising a team
- Exceptional organizational, problem-solving, time-management, communication and teamwork skills
- Strong attention to detail, able to work with firm deadlines and multi-task with minimal supervision
- Previous experience speaking and performing before audiences of varying size and composition
- Experience creating, working with and monitoring budgets
- Ability to establish and maintain effective partnerships with multiple organizations
- Available to occasionally travel, sometimes for periods exceeding one week, and work flexible hours including evenings, weekends and holidays
- Possess a valid regular class 5 BC driver's license with a clean driving record. Successful candidate will be asked to provide a driver's abstract for verification

- All offers are subject to satisfactory completion of reference and police criminal record checks -

Please apply by **Friday, July 13, 2018** via the Science World careers portal: <http://scienceworld.ca/jobs>

* We would like to thank all candidates. However, only those selected for an interview will be contacted. *