



## Bilingual Learning Facilitator (French / English)

**Division:** Learning & Engagement

**Department:** Learning & Engagement – Museum Galleries

**Position Type:** Part-Time Permanent (beginning immediately)

**Closing Date:** 4:30pm on September 14, 2023, or until the position is filled

### Organization Summary:

The Manitoba Museum is the province's award-winning heritage and science centre. It is unique in its combination of human and natural history themes and renowned for its vivid portrayal of Manitoba's rich and colourful history, Planetarium shows, and Science Gallery exhibits. The Museum features immersive dioramas, multi-dimensional interpretation, science and astronomy education, and quality school and community programs. The Museum has collected and protects over 2.8 million artifacts and specimens, including the Hudson's Bay Company Museum Collection.

### Position Summary:

Reporting to the Manager of School & Public Programs, the Learning Facilitator (Museum Galleries) delivers in-person and virtual interpretive programs on themes related to the Museum in both English and French, and assists in other public program events for the general public and organized groups. The incumbent must exercise initiative and independent judgment in working with the Museum's various audiences while maintaining an energetic and lively approach. They must be able to work with minimal supervision and be available for weekend and evening work. **Tuesday through Friday full day, daytime availability essential for this position.** Fluency in English and French is a requirement of this position.

### Salary/Rate:

The pay for this position begins at \$18.18 per hour.

### Conditions of Employment:

- Child Abuse Registry Check
- Criminal Record Check with Vulnerable Sector Check

Applications will be accepted until 4:30pm on September 14, 2023, or until the position is filled.

Interested applicants may forward a résumé and cover letter to:

Manager of Volunteer & Employee Relations  
Manitoba Museum  
190 Rupert Avenue Winnipeg, Manitoba R3B 0N2  
Email: [hr@manitobamuseum.ca](mailto: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.*

**BILINGUAL LEARNING FACILITATOR (French / English)****JOB DESCRIPTION:****Pay Group: 3****1. General**

Reporting to the Manager of School & Public Programs, the Learning Facilitator (Museum Galleries) delivers in-person and virtual interpretive programs on themes related to the Museum and assists in other public program events for the general public and organized groups. The incumbent must exercise initiative and independent judgment in working with the Museum's various audiences while maintaining an energetic and lively approach. They must be able to work with minimal supervision and be available for full day (daytime) shifts Tuesday through Friday as well as weekend and evening work. **Fluency in both official languages (French/English) is required for this position.**

A criminal record with a vulnerable sector check and child abuse registry check will be required of the successful candidate.

**2. Key Accountabilities & Typical Duties****A. Priority 1: Interpretive Ambassador (55%)**

To create a positive visitor experience by engaging, providing a proactive interpretive presence and ensuring visitors' safe, educational and orderly interaction with Museum exhibits and programs.

- i. Deliver booked in-person and virtual interpretive programs for the institution's school and general public audience as per the daily schedule
- ii. Perform all other ongoing functions related to program operation
- iii. Answer inquiries from and provide information to the general public on all Museum programs, exhibits and activities.
- iv. Learn pertinent information on departmental programs, permanent galleries and temporary exhibits as required.

**B. Priority 2: Program Maintenance (15%)**

To assist in ensuring the functional operations of Museum programs and exhibits.

- i. Setting up and taking down furniture, equipment, specimens, artifacts and other program materials; operating A/V equipment daily according to programs scheduled
- ii. Ensuring sufficient supply inventory for specific programs as assigned.
- iii. Other duties as reasonably assigned.

**C. Priority 3: Internal Customer Service (10%)**

To provide support for volunteers, other front-line staff and upper-level teams to ensure a quality visitor experience.

- i. Provide training and support of new staff and/or interns, as well as train, evaluate and support Museum Gallery volunteers.
- ii. On weekends, schedule and supervise volunteers to ensure optimum program and exhibit coverage, and report on volunteer attendance and issues that may arise to managers
- iii. Supporting and liaising with rental staff for special events
- iv. Provide feedback and input to other staff and upper-level teams regarding the Museum's programs, exhibits and activities
- v. Researching program content and liaising with curatorial staff for exhibit or program content as needed.

**D. Other duties as reasonably assigned.**

**MINIMUM REQUIRED QUALIFICATIONS:****1. Skills, Abilities and Knowledge**

- i. Demonstrated skills in public speaking and program delivery
- ii. Experience with digital technology for filming and streaming virtual programs
- iii. Ability to communicate effectively including the talent to present programs and demonstrations efficiently and enthusiastically to a wide range of age and interest groups.
- iv. Capability to sense the dramatic nature of a presentation and respond to it appropriately during a performance
- v. Strong interpersonal skills including the ability to interact effectively with staff, volunteers and the general public.
- vi. Knowledge of the Natural History and/or Human History of Manitoba
- vii. Ability to perform basic research.
- viii. Ability to work in an organized manner, both independently and in a team environment.
- ix. Ability to work under pressure and meet deadlines.

**2. Education, Training and Experience**

- i. Grade XII education, and
- ii. At least one-year experience working with and presenting to the public, or
- iii. Equivalent combination of education and experience.
- iv. Fluency in both official languages (French / English) required.

This is a permanent part-time position beginning as soon as possible. **Fluency in both official languages (English/French) is required**. The incumbent will report to the Manager of School and Public Programs. The wage is \$18.18 per hour. **Tuesday through Friday full day, daytime, availability is essential to fill 3-5 full day shifts on weekday, weekend and occasional evening shifts.** Applications will be received until 4:30pm, September 14, 2023, or until the position is filled. Please submit your resume including cover letter and availability to:

**Manager of Volunteer & Employee Relations**  
**Manitoba Museum**  
**190 Rupert Avenue Winnipeg, Manitoba R3B 0N2**  
[hr@manitobamuseum.ca](mailto:hr@manitobamuseum.ca)

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