

## **Le Musée de Saint-Boniface Museum**

### **Education & Public Programs Coordinator (EPPC)**

**Term:** Regular | Full-time (32 hours weekly)

**Reports to:** Executive Director

**Supervises:** MEAs, students, project staff, contractors

**Languages:** Bilingual (French & English) required

**Position:** Public-facing

### **Purpose of the Position**

The Education & Public Programs Coordinator ensures the design, delivery, and continual renewal of meaningful, inclusive, and curriculum-connected learning experiences at the Musée de Saint-Boniface Museum. Rooted in MSBM's values of respect, cultural connection, and accessibility, the role strengthens the museum's position as a trusted place of learning for schools, youth, families, and educators.

Working within MSBM's collaborative coordinator model, the EPPC leads the development of educational programs, interpretive resources, and learning strategies that reflect diverse histories and respond to the needs of the communities MSBM serves. This includes setting learning objectives, nurturing partnerships with educators and cultural organizations, and ensuring that educational offerings align with both provincial curricula and the museum's strategic priorities.

The EPPC plays a central role in supporting front-line staff through training, mentorship, and content development, ensuring that Museum Experience Ambassadors (MEAs) are prepared to deliver culturally respectful, engaging, and accurate educational experiences. The position also contributes to visitor-centred interpretation across the museum by integrating artefacts and cultural materials in respectful, informed, and impactful ways.

By championing inclusive pedagogy and fostering lifelong learning, the EPPC helps advance MSBM's commitment to diversity, equity, inclusion, accessibility, and belonging. The role strengthens public trust in the museum as a place of curiosity, dialogue, and connection, ensuring that educational programs support understanding of the Métis, Francophone, Indigenous, and Red River histories reflected in MSBM's mandate and collections.

### **Domains of Responsibility**

#### **A. Learning & Program Leadership**

- Collaborates with educators, cultural partners, and stakeholders — including Indigenous education bodies — to co-create learning experiences that reflect diverse histories and support curriculum needs.

- Leads the creation and renewal of curriculum-connected school programs to inspire curiosity, cultural respect, and lifelong learning.
- Identifies artefact needs in partnership with the Collections Coordinator, ensuring safe and appropriate use of cultural materials to strengthen interpretation.
- Contributes educational input to curriculum consultations and program development led by partners and colleagues, so that offerings align with desired learning outcomes.
- Pilots and refines programs based on front-line staff input and participant feedback, to ensure continuous improvement and relevance.
- Acts as the key content liaison for educators once bookings are confirmed by the CEEC, to provide responsive and tailored program experiences.

#### **B. Staff Training & Mentorship for Learning Programs**

- Collaborates with the CEEC for the training and mentorship of Museum Experience Ambassadors (MEAs), focusing on educational delivery, cultural respect, and inclusive pedagogy.
- Provides structured orientation in curriculum content, interpretive skills, and accessibility practices, while supporting the CEEC in logistics and general training.
- Helps prepare and support MEAs to act as ambassadors of the museum’s mission in educational contexts, modeling professional conduct and curiosity-driven learning.
- Assigns and oversees MEA tasks related to educational programming, while the CEEC manages general scheduling and operational logistics.
- Provides feedback and support to ensure readiness for tours, workshops, and other educational activities.

#### **C. Partnerships & Integration for Education & Public Programs**

- Builds partnerships with educators, schools, and curriculum advisors to ensure programs meet learning needs and reflect current pedagogical practices.
- Collaborates with the Collections Coordinator to integrate artefacts and cultural materials into educational programming in a respectful and accurate manner.
- Coordinates with the CEEC to align school programming with community engagement activities and to ensure calendars are balanced.
- Provides educational input to the Marketing & Communications Coordinator to support accurate promotion of school and learning programs.
- Works with Finance and senior staff to monitor budgets and ensure educational resources are planned and sustained.
- Provides input on Calls for Artists where curriculum-linked components are involved, supporting educational alignment without carrying sole responsibility.

## **D. Planning, Evaluation & Reporting**

- Contributes to the planning of the museum’s annual calendar of educational programs and events, ensuring educational priorities are represented in institutional planning.
- Develops and shares a monthly work plan with the Executive Director and team, to anticipate scheduling anomalies and support transparent workload management.
- Maintains and organizes educational materials, teaching supplies, and interpretive resources, ensuring staff have accessible tools to deliver effective programs.
- Collects and summarizes educator and participant feedback, to guide program improvement and innovation.
- Tracks school participation levels, demographics, and curriculum connections, so that the museum understands its educational reach and impact.
- Provides quarterly reports to the Executive Director on activities, participation levels, and learning outcomes, ensuring accountability and continuous learning.

## **Competencies**

- Educational Leadership
- Cultural Humility & Inclusive Practice
- Program Design & Evaluation
- Communication & Facilitation
- Collaboration & Coordination
- Mentorship & Staff Support
- Adaptability
- Problem-Solving & Critical Thinking

## **Qualifications**

- Post-secondary education in Education, Museum Studies, History, Indigenous Studies, or a related field; an equivalent combination of training and experience may be considered.
- Minimum 2–3 years of experience designing and delivering educational or interpretive programs in a museum, cultural, or learning environment.
- Demonstrated understanding of inclusive, culturally responsive pedagogy and curriculum-linked learning.
- Experience mentoring or training staff, volunteers, or peers in educational delivery.
- Strong communication, facilitation, and interpersonal skills, with the ability to engage diverse audiences.
- Ability to collaborate respectfully with Métis, Francophone, Indigenous, and community partners, and to work with cultural protocols and multiple ways of knowing.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.

- Strong writing, planning, and documentation skills, with attention to detail.
- Comfortable using MS Office, digital tools, and educational technologies.
- Valid Class 5 Manitoba driver's licence (or equivalent)
- Bilingualism (French and English) required.
- Knowledge of Red River Métis, Franco-Manitoban, Indigenous, and regional histories considered an asset.

### **Working Conditions**

- 32-hour work week as per the CUPE Local 500 Collective Agreement
- Occasional evening or weekend work for installations or community events.
- Work occurs across museum sites, including galleries, classrooms, public program areas, outdoor spaces, and occasional offsite locations for educational activities.
- Environment may include hot, cold, humid, crowded, or loud spaces depending on program schedules and building conditions.
- Physical demands include standing, walking, climbing stairs, bending, reaching, repetitive motions, and lifting/moving program materials and equipment up to 20–25 kg (30–40 lbs).

### **Conditions of Employment**

- Must be legally entitled to work in Canada.
- Successful completion of a Criminal Record Check, Child Abuse Registry Check, and Vulnerable Sector Search is required.
- Valid Class 5 Manitoba driver's licence (or equivalent); access to reliable transportation preferred.
- Commitment to obtaining and maintaining Emergency First Aid and CPR Level C certification within three months of hire.

### **Terms of Employment & Compensation**

- As per the CUPE Local 500 Collective Agreement, including salary grid and benefits.

*This job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required of the position.*