



EVENTS & COMMUNITY ENGAGEMENT MANAGER

The London Children's Museum (LCM) is looking for a highly creative, organized, professional, and well-rounded **Events & Community Engagement Manager** to join our team. Reporting to the Executive Director, this role will ensure the development and delivery of outstanding events, special guests, facility rentals, community collaborations, and outreaches. Our new team member will identify with and exemplify our organizational values which are: **Stay Curious, Be Awesome, Be Helpful, Dream Big, Include Everyone, and Have Fun.**

Position: Full time salaried position at 37.5 hours per week. Some weekend and evening work required.

Compensation: \$53,000 annual salary plus comprehensive health benefits package.

Role Responsibilities:

- Develop and execute an annual event plan that engages key audiences in the LCM's mission and services
- Identify opportunities to expand the LCM's reach through strategic collaborations, outreaches, and events
- Ensure the seamless coordination and execution of family events, 19+ events, special guests, and outreaches
- Oversee the planning and development of exceptional birthday parties and facility rentals
- Coordinate and supervise part-time staff and volunteers in the successful execution of events
- Support the recruiting, hiring, training and mentorship of Visitor Experience staff and volunteers
- Identify organizational opportunities for community engagement through partnerships and participation on relevant community committees
- Report to the Executive Director on department plans, goals and results
- Provide team with post-event analysis, using both quantitative and qualitative feedback to consistently improve LCM events and services
- Work with the team, visitors, and community partners to ensure all events and experiences are accessible, inclusive, diverse, engaging, and relevant
- Support the overall visitor experience and work collaboratively across departments
- Manage and monitor relevant budgets and participate in annual budget process
- Act as key staff on duty as needed
- Accept other duties as required

Skills & Requirements:

- 2-5 years experience in an event coordination or management role
- Post-secondary education or related experience
- Valid Vulnerable Sector Screening
- Demonstrates expertise in planning and managing family events and programs
- A highly organized and flexible multi-tasker who can balance multiple priorities
- Uses data and feedback to make informed decisions
- A strategic thinker who exercises good judgement and problem solving
- Works collaboratively with team members and models positive leadership
- Community minded, emphasizing strong relationships and connections
- Experience in the not-for-profit or charitable sector is an asset
- An enthusiasm for children, families and the experiential learning philosophy practiced by the LCM



Please submit resume and cover letter to recruitment@londonchildrensmuseum.ca by 5:00 pm on Monday, October 14, 2024.

The London Children's Museum is committed to creating inclusive employment practices and work environments that celebrate the dignity and uniqueness of every individual. Every effort is made to reduce accessibility barriers during the candidate recruitment and selection process. Accommodations are available during every step of the hiring process.