



## DISCOVERY LAB COORDINATOR

The London Children's Museum is looking for a highly creative, organized, professional, and well-rounded Discovery Lab Coordinator to join our team. Working with the Visitor Experiences Team, the coordinator will contribute to the development and delivery of outstanding Discovery Lab STEAM-based (Science, Technology, Engineering, Art and Math) public programs, birthday parties, education programs and community collaborations.

Located within our new home at 100 Kellogg Lane, the Discovery Lab is an interdisciplinary exhibit designed for visitors to take part in STEAM-based creativity through woodworking, coding, tinkering, making, crafting, designing, experimenting, and hacking. In the Discovery Lab, visitors will engage in self-directed making, collaborative projects, and staff-facilitated workshops

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:** \$44,000 per year, plus comprehensive health benefits package

### Key Responsibilities:

- Develop, schedule, facilitate and oversee the delivery of STEAM-based programs & events including public programs, workshops, birthday parties, education programs and community collaborations
- Coordinate the day-to-day operations of the Discovery Lab including program facilitation, equipment maintenance, checking in and out tools, purchasing, inventorying, and cleaning
- Identify, document, and communicate best practices for equipment use and maintenance
- Ensure Discovery Lab programs and experiences are safe, accessible, and inclusive
- Provide technical support and assist visitors, volunteers, and staff in the safe operation of tools and specialized equipment
- Develop relationships with local industry experts and community members to provide relevant and exciting Discovery Lab special guests and programming
- Represent the London Children's Museum in the community in order to establish a network of productive partnerships.
- Ensure Visitor Experiences staff working in the Discovery Lab have the information and resources they need to be successful in their roles.
- Act as key staff on duty as needed
- Provide exceptional visitor experience and customer service
- Accept other duties as required

**This job is for you if:**

- You have experience and demonstrated expertise in STEAM programming, makerspace activities, basic coding, and artistic endeavors
  - Ability to learn and use different tools and hardware (I.e. sewing machines, laser cutters, 3D printers, Makedo kits etc.)
  - Knowledge of common makerspace technologies (I.e. Raspberry Pi, Microbit, Makey Makey etc.)
  - Bachelor of Education in Primary/Junior preferred
- You have an enthusiasm for children, families and the experiential learning philosophy practiced by the Children's Museum and a desire to work in a distinctly child-centred environment
- You are highly organized with excellent time management skills
- You are safety-oriented
- You work independently and exercise good judgement and decision making
- You are able to prioritize tasks daily while handling multiple responsibilities effectively
- You thrive in a fast-paced environment where you need to problem solve and think flexibly
- You work collaboratively with your colleagues and model positive leadership
- You are a team motivator and can clearly communicate with staff and volunteers
- You are community minded and emphasize strong relationships
- You have strong verbal, interpersonal and written communication skills

**Position Requirements:**

- Valid Vulnerable sector screening (police check)

**Apply:** Please submit your cover letter and resume to Education Manager, Jessie Collins at [jessie@londonchildrensmuseum.ca](mailto:jessie@londonchildrensmuseum.ca) by 4 pm on Wednesday, January 15, 2025.

*The London Children's Museum is committed to 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.*