

Job Title: Education Manager

Location: The Whyte, Banff

Duration: Full-time

Hours: 35 hrs/week

Rate of pay: \$70K-\$80k

Reports to: Director of Visitor Experience

Closing Date: March 14, 2025

The Education Manager is responsible for the education programming (school and group tours, including hands-on activities), exhibition and heritage tours and administration of the Museum's Education area. The Education Manager works in collaboration with the Director of Curatorial Initiatives and Director of Archives to ensure that education and public programs are developed to ensure that education programs are integrated with and relevant to the Museum's mission and exhibition program. The Education Manager is responsible for content development, program and service delivery that contributes to education related Museum attendance and participation.

Duties & Responsibilities:

- Within a collegial frame of reference, develops and maintains effective working relationships with the Museum Director, the Director of Curatorial Initiatives, the Archives, HICR and members of staff;
- Consistent with the Mission and strategic plan, proposes the annual Education department's programs, goals and budgets;
- Monitors the approved goals, budgets and tracks stats for the Education area and takes steps to ensure they meet their objectives;
- Carries out the duties and responsibilities associated with education including program development, delivery, monitoring and overall administrative functions (including scheduling of staff for education programs, booking of school and public tours);
- Works with Director of Curatorial Initiatives, Director of Archives, Director of Indigenous Programs and Relationships ,and others in the planning, development and implementation of the exhibition and related education community engagement events and programs;
- Works collaboratively with the Events Managers to develop and deliver annual programs;
- Conducts research that supports the Museum's mission resulting in the development of the public tours, and curriculum based education programs and hands-on activities (K-12);
- Proposes, develops, coordinates and implements educational and interpretive components of all Museum exhibitions;
- Develops, coordinates and implements all Museum public tours, FAM tours, including Museum heritage buildings, town of Banff summer walking and historic homes tours and all group tours;
- Works with the Marketing and Communications Manager and Director of Visitor Experience to develop marketing and sales plan for ticketed education tours and events.
- Develops, acquires and produces program support materials and is responsible for sourcing the Education area's hands-on materials and supplies;
- Identifies and writes grant applications to government agencies and external foundations in support of Education programs and staffing;

- Hires, trains, schedules, mentors, supervises and evaluates the activities of the Education area's and all part-time, temporary, casual employees and volunteers;
- Implements all policies and procedures as they relate to the Education area and recommends new area policies and procedures for adoption;
- Develops and maintains a list of professional contacts, lenders and other stakeholders;
- As requested, speaks to the media on behalf of the Education area ;
- Participates in Museum management and general staff meetings and activities;
- Participates in education and training activities to ensure having the knowledge and skills necessary to carry out the position's duties;
- Represents the Education area in the local community and at meetings, conferences and professional organizations where appropriate.
- Remains current with issues and best practices in the museum education and gallery community;
- Attends exhibit openings at the Museum and represents the Museum in the local community and at meetings, conferences and professional organizations where appropriate.
- Supports Museum shop and admissions departments as acting manager when needed.
- Other related duties as assigned.

Qualifications:

- A Bachelor's degree in Education, equivalent experience or certification from a recognized Museums Studies Program with specialization in Education and Community Engagement.
- Minimum of three years of experience in education/interpretation program design and delivery.
- Demonstrated knowledge of the cultural history of the Canadian Rockies;
- Demonstrated planning, organizational and interpersonal/communication skills;

We thank all candidates for their interest, however, please note that only applicants selected for interviews will be contacted.

The Whyte is an equal opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Employees of The Whyte enjoy a rewarding and culturally rich work environment.

Please indicate whether you need accommodation. Shared, subsidized housing may be available.

Please provide a cover letter and résumé to:

Gabi Wedin
 Director of Visitor Experience
 The Whyte
 111 Bear Street, PO Box 160
 Banff, AB, T1L 1A3
 gwedin@whyte.org