



Ucluelet Aquarium
180 Main St., Ucluelet, BC
PO Box 1262, V0R 3A0
www.uclueletaquarium.org
Ucluelet, BC, V0R 3A0

Job Title: Aquarist/Interpreter - Outreach Coordinator

Schedule: 37.5 hours per week, 5 days per week. 9:15AM - 5:15PM, or as scheduled by the Curator.

Must be able to work holidays, weekends, and evenings.

Salary: \$43,000 per annum
10 paid vacation days per year,
extended medical benefits included (after a 3 month waiting period).

Start date: As soon as possible

Overview:

The Ucluelet Aquarium is an education-based public aquarium that aims to foster respect for local marine environments. With over 35,000 visitors per year, the Ucluelet Aquarium is a hub of excitement about fish, invertebrates, and seaweeds. As Canada's first Collect-and-Release aquarium, marine organisms are showcased temporarily in diverse exhibits, including beautiful recreations of sub-tidal zones, and accessible touch tanks. The Ucluelet Aquarium offers a variety of ways to learn about local ecology, and the connections between humans and nature.

Summary of position:

The Ucluelet Aquarium is looking for an efficient & enthusiastic individual who is passionate about local marine life and public education to fill the role of **Aquarist/Interpreter - Outreach Coordinator**. This position will have both general aquarium responsibilities (Aquarist/Interpreter), as well as the responsibilities of coordinating the Ucluelet Aquarium's outreach programs and events (Outreach Coordinator).

Aquarist/Interpreters monitor and maintain exhibit health and cleanliness, orient visitors through the facility as well as the community, and act as ambassadors for the surrounding marine environment. Through delivery of public talks and programs, Aquarist/Interpreters tell the stories of our complex marine ecosystems and the life histories of the inhabitants that reside within them. Aquarists/Interpreters should be familiar with marine life found on the west coast and should be effective communicators of that knowledge to visitors of all ages. Aquarist/Interpreters work with the Ucluelet Aquarium's animal care team to ensure the health and safety of all aquarium specimens during their time in the Ucluelet Aquarium, and assist with both specimen collections and releases.

As the Outreach Coordinator, this position will also entail working with Ucluelet Aquarium partners and coordinating the delivery of a diverse array of outreach projects, events and programs each season. This work includes managing communications, budgets, grants, schedules. You will work with Ucluelet Aquarium staff, volunteers, and partners to build and deliver fun, educational outreach programs and events. In practice this means that you will be working with and amongst the public for nearly all aspects of your work.

As the Ucluelet Aquarium seeks new partnerships and opportunities, you may be asked to take on new responsibilities. You may also be asked to assist others with their work. We value collaboration and teamwork in the Ucluelet Aquarium Society, as it strengthens understanding and cooperation amongst our team, builds resilience, and makes for a positive workplace. Applicants should be comfortable multi-tasking, public speaking and collaborating with others on projects. Below are details about some of the general aquarium duties, as well as the more specific aspects of the Aquarist/Interpreter - Outreach Coordinator role.

Essential Duties and Responsibilities:

- Clean, organize, and maintain Ucluelet Aquarium exhibits, spaces (main floor, office, downstairs, stairwells, entrances and exits, bathrooms, gardens, dock, pump area, and intertidal spaces), tools, and materials.
- Greet and orient visitors around the Ucluelet Aquarium, Ucluelet Aquarium events, collaborations, and the surrounding community.
- Answer questions, show visitors the exhibits and specimens, promote the aquarium's message and provide both inside and offsite programs for the public.
- Create educational signage, displays, and deliver Ucluelet Aquarium programs.
- Monitor and maintain water quality, flow rates, food quality and stock, life support systems and animal care tools and materials.
- Observe, care for, feed, collect, and release Ucluelet Aquarium specimens according to plans created by the Animal Care Coordinator and/or Aquarium Curator.
- Communicate clearly and promptly with the Curator and Animal Care Coordinator about observations, animal care needs, equipment or tool maintenance, or other issues or subjects.
- Collect substrate, rocks, seaweeds, and other materials needed to create, enhance, or maintain aquarium displays and exhibits.
- Build exhibits and take them apart at the start and end of each season, as well as during the season when new exhibits are developed.
- Ensure the facility looks clean, organized, welcoming, and engaging.
- Seek ways to improve aquarium functions, operations, procedures, and practices.
- Stay up to date with team communication platforms including: staff schedules, UAS calendar (office whiteboard), staff communication book, slack, email, weekly staff meetings, etc.
- Communicate regularly with the aquarium Curator regarding project updates, budgets, timelines, team dynamics, and other important information.

Outreach Coordinator Responsibilities:

- Manage project databases, budgets, schedules & timelines associated with programs and/or projects assigned and communicate these with the Curator.
- Manage the Ucluelet Aquarium's volunteer program and database. This includes interviewing, scheduling and training adult and youth volunteers.
- Collaborate with the Ucluelet Aquarium team and assist in maintaining a positive, fun, and supportive workplace.
- Develop and deliver public outreach programs.

- Assist in creating advertisements, and notices to attract participants to outreach programs. Coordinate with the Ucluelet Aquarium's marketing team to create social media posts and website updates.
- Travel to and represent the Ucluelet Aquarium at, the Pacific Rim National Park Reserve, Tofino public markets, Local schools, public events, community celebrations, etc.
- Manage budgets, timelines, communications, and scheduling around outreach programs and special events.
- Support the Ucluelet Aquarium team to coordinate events such as the annual fundraiser, music nights, and guest speakers with the goal of community building and event revenue. These events must align with Ucluelet Aquarium goals and mission. Communicate and organize all upcoming events with UA staff.
- Work on any other projects as directed by the Ucluelet Aquarium Curator.

Minimum Qualifications:

(Applicants should be able to demonstrate that they have the following education, experience, or skills)

- Have training in biology or related field and/or post-secondary education in marine biology, biological sciences or a related field.
- Working knowledge of marine flora and fauna of the BC coast
- Be comfortable talking to visitors of all ages and backgrounds, answering questions about local species and ecosystems, and assisting them around the aquarium.
- Excellent time management, written and oral communication skills
- Strong organizational skills, able to juggle multiple tasks with close attention to detail
- Ability to collaborate with team members as well self motivated and able to work independently
- Experience delivering educational programs and public speaking
- Ability and maturity to deal with a variety of ages and personalities
- Be comfortable working on and around ladders
- Be able to lift 50lbs
- Comfortable working in fluctuating weather conditions
- Confident moving through difficult terrain and slippery conditions
- This position requires that you hold a valid class 5 BC driver's license

Desired Skills and Qualifications:

(not mandatory for applicants)

- Proficiency in more than one language - English is essential
- Pre-arranged housing or housing opportunities within Ucluelet
- Artistic skills with drawing, graphic design, chalk, ink, paint, or print mediums
- Experience organizing events
- Level 1 first aid with CPR-C/AED

Applications are open until the position is filled. Only those selected for an interview will be contacted.

To apply:

Please email your **cover letter**, **resume** and a **minimum of 2 references** to: britt@uclueletaquarium.org
Attn: Aquarist/Interpreter - Outreach Coordinator position.

Please indicate on your application whether you have secured housing in Ucluelet.