



Job Posting

Director, Strategic Projects

(One-Year Maternity Leave Replacement)

About Spark

The purpose of Calgary's science centre is unwavering. Spark exists to make lives — and the world — better through an affinity for science. Through visits to Spark, and encounters with Spark in the community, people are lifted up by the positive power of curiosity, experimentation and creativity. Spark is a registered charity.

The outcome is profound. Spark helps people of all ages fuel up for the future because at Spark, science, technology and invention are embedded in cultural experiences. This means designing and delivering transformative moments that engage and delight through story, technology, immersive experiences and human connection. Through this we create new points of access to the disciplines at the core of innovation. Join the Spark team to transform lives and inspire the future.

Position Overview

The Director, Strategic Projects, reports directly to the CEO and is accountable for leading the development and implementation of special projects that span across all areas of the organization. This role is a key public-facing representative of the organization, responsible for building partnerships that engage the community in the development of Calgary's science centre.

This is a leadership team position that helps to instigate an inspired culture at Spark where the whole team acts with agility toward positive change. As a result, this is a key cultural role at Spark with influence on the reputation and experience of Spark in the community.

This position plays a key role in managing and implementing cross-functional projects that support the mission while growing audience and revenues. This position leads Spark in providing excellent project management with business acumen and scientific integrity in areas including but not limited to:

- Connecting operational improvements to science content and experiences
- Renovations to the building
- New gallery and exhibit renovations
- Special project technology upgrades such as Dome Theatre operations and programming
- Liaising with strategic consultants and contractors
- Special projects

Key Responsibilities

- Develop strategic operational plans for special projects to ensure they are connected to Spark's **Roadmap for the 2020s**.
- Work closely with the CEO to advance cross-functional projects that support the mission, long-term vision, and public brand of Spark.
- Manage partnership and government related special projects.

- Lead the creation of special programs and initiatives that relate to different parts of the organization built on high quality learning pedagogy to support the creation, implementation and operation of creative experiences that span across functional areas.
- Build strong relationships with other Directors to help infuse a culture of strong project management and creative learning across the organization.
- Foster a culture that embraces all roles as equally valuable within the organization.
- Create a culture that is impact-oriented.
- Continually assesses and upgrade experiences for visitors.
- Assess the opportunities for continuing conversations digitally.
- Identify, acquire and develop the talent pool to deliver on established targets, while ensuring effective succession planning.
- Analyze and identify issues affecting operational performance and establish initiatives for continuous improvement.
- Develop long-term, value-added relationships with partners locally, regionally, nationally or internationally as appropriate.
- Represent Spark as a spokesperson to business, public organizations, stakeholder groups and/or general public while actively seeking partnership opportunities in order to further organizational goals.
- Participate in related associations to establish provincial and national awareness and impact of Spark, and learn from the field.
- Ensure the delivery of optimal results against appropriate financial and associated performance metrics.
- Establish and implement monitoring systems to provide operational and strategic indicators for prudent management of Spark resources.
- Seek opportunities for further expansion, and actively support business development in new markets.

Qualifications

- 10+ years of progressive experience in project management and/or partner relations and strategy with a proven track record of achieving program growth and financial stability.
- 5+ years leading an operational team.
- Understanding and experience with the challenges associated with operating and maintaining a high performing creative and technical team with connections to development, marketing and communications in a non-profit setting.
- A solid understanding of project management, budgeting, operational planning, systems, controls and compliance.
- The successful candidate must successfully complete a criminal record check.

Culture at Spark

Spark's goal is to become one of the top 10 most-worth-visiting science centres in the world. Through skilled and confident programming, Spark will attract visitors from around the city, province and globe, and immerse them in emotive experiences as they explore ever-evolving, quirky and thought-provoking galleries. The skilled programming at this level of success will only be possible with an organization-wide commitment to effective performance. High performance at Spark is both defined and experienced by diverse cultures and proactively advances equity among all human beings as part of the definition of effectiveness.

Spark's high performance culture is driven by a shared purpose. Team members are united by values and proud of the reputation we are building together. What does high performance look like at Spark?

- **Commitment to Purpose.** Everyone at Spark is a purpose driven leader. You are passionate about entertaining people of all ages in creative encounters with science, technology and engineering, and the output of your work reflects our values: collaboration, curiosity, courage, commitment, and creativity.
- **Commitment to Continuous Learning.** Your individual growth is driven by a desire to be a part of the team that makes Spark one of the best science centres in the world. Every day is a professional development day at Spark. You are expected to seek out learning opportunities and pursue professional growth. At times the growth may be uncomfortable, and you embrace it as part of the journey.
- **Agents of Change.** We are a culture of experimentalists. It is expected and encouraged for staff to make suggestions that can improve a program, presentation, process or service. It is also expected and encouraged for suggestions to be accepted and tried with a thank you for helping each other get even stronger.
- **Coaching Mindset.** Sparklers are committed to helping each other become even stronger in our roles. Upgrading each other's work is enjoyable and rewarding because teams are built on trust. Supervisor feedback feels like coaching, not criticism or punishment. Remember, you can say anything if you are kind, clear and non-judgmental. This is how high performance teams are built.
- **Winning and Losing as a Team.** We work together to drive action and results that are aligned with Spark's mission in the outside world. We encourage healthy debate and science-based decision making. Our relationships allow us to make big asks of each other and get big things done together with a sense of urgency and excellence. If someone appears to fail, you ask, "What did I do or not do to contribute to that, as it is my failure too."
- **Achieving Results.** Spark is dedicated to excellence in all aspects of communicating science and we carry that dedication to excellence in every aspect of Spark's work. We encourage each other to set stretch goals and work together across all departments to exceed them.

To Apply: Interested candidates can submit their cover letter and resume, in confidence, to careers@sparkscience.ca with "Director, Strategic Projects" in the subject line.

Closing Date: January 29, 2020

*We thank all applicants for their interest. **Only those selected for an interview will be contacted.***

Spark is committed to employment equity and diversity and encourages applications from all qualified individuals.