



WEST EDMONTON MALL

Position Description

POSITION TITLE: General Curator of Marine Life
REPORTS TO: Director of Operations
PREPARED BY: Human Resources

DEPARTMENT: Marine Life
LAST REVIEW: September 2024

KEY OBJECTIVE(S):

The General Curator of Marine Life is responsible for running, planning, organizing and executing the responsibilities of the entire Marine Life department while achieving increased sales and profitability.

PRIMARY RESPONSIBILITIES:

- Overseeing the Animal Care department and ensuring all husbandry procedures are being followed.
- Establishing and monitoring operational procedures ensuring compliance within all legal and safety regulations.
- Ensuring all animal habitats are humane and safe for the animal and the trainers and/or guests.
- Overseeing the Education department and ensuring all courses and programs meet requirements and are up to date.
- Overseeing the interviewing, hiring, training and development of all staff to ensure the establishment's requirements are being met.
- Managing all staff, training and performance management practices and being called upon to resolve customer service issues, public inquiries, and guest concerns relating to Marine Life.
- Providing all employees with the materials needed to fulfill animal and trainer needs such as; safety equipment, supplies, educational material, etc.
- Ensuring overall Marine Life facility maintenance and cleanliness protocols are up to standard and working on improvements to overall facility cleanliness and quality control standards.
- Ensuring the Marine Life CAZA membership is up to date and the department is working within their regulations.
- Oversee all fiscal activities of the Marine Life department including preparation of a yearly budget and monitoring all other expenses and labour costs.
- Maintaining a positive and cohesive working relationship with other departments including Marketing, Human Resources, Accounting and the other Parks and Attractions.
- Other responsibilities as required.

DESIRED QUALIFICATIONS:

- University degree in Biological Sciences, Animal Health, or related field.
- Eight (8) to ten (10) years-experience in a related position.
- Prior animal training, husbandry, and exhibit management skills preferred.
- Outstanding interpersonal skills, a professional demeanor and a high level of confidence in the workplace with previous experience leading a team.
- Strong multi-tasking and organizational skills with the ability to work in an ever evolving fast paced environment complemented by the personal capacity to think quickly and respond effectively under pressure.
- Must have excellent written and verbal communication skills as well as presentation skills.
- Proficient in Microsoft Office programs such as Outlook, Excel, Word and Power Point with the ability to easily learn different software programs.
- Current Standard First Aid and CPR certificates.
- Valid Class 5 Alberta's Drivers' License and able to provide a clear Drivers' Abstract.

TERMS OF EMPLOYMENT:

- This is a full-time position that requires flexible availability including days, evenings, weekends, and holidays.
- This is a salaried position that will depend on experience and qualifications.
- Must be able to pass a basic security clearance.

Please submit your resume at Human.Resources@wem.ca