

Industry Education & Training Specialist

Organization: Actsafe Safety Association
Department: Industry Education & Training
Reports to: Director, Industry Education & Training
Application deadline: May 31, 2026
Salary range: \$80,000-90,000

Do you love building engaging learning experiences from the ground up? Are you passionate about turning complex topics into clear, impactful training?

Are you a fan of the motion picture, performing arts and live event industries? Are you looking to have a strong sense of purpose in your job and want to join an exceptional team with a thriving culture in a physically and psychologically safe workplace?

Actsafe Safety Association has a mission of preventing workplace injuries, illness and deaths in BC's arts and entertainment industry. Actsafe is halfway through a [five-year strategic plan \(2023–2027\)](#), and is **looking for an Industry Education & Training Specialist**.

This is your chance to play a key role in shaping how occupational health and safety is learned and practiced across British Columbia's arts and entertainment industries.

If you want to bring ideas to life through thoughtful instructional design and curriculum development – the Actsafe Team would like to meet you!!

This position has primary oversight of the following responsibilities:

- **Curriculum Maintenance** - Lead curriculum design, development, implementation, and evaluation for all Actsafe-owned Industry Education and Training (IET) Program offerings. Through research and data analytics, this individual proposes appropriate programs to address the IET needs of the BC arts and entertainment industry and help support health and safety systems development. Designs requirements for certification programs (e.g. LPEC, Safety Champion, etc.).



- **IET Opportunity Discovery** – Manage the industry idea and request repository and lead in applying and implementing the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) model, or the proprietary Learner Experience Applied Format (LEAF) model, to support the management team in its discovery process of determining which opportunities to move forward with. Reviews instructional design of “off the shelf” courses and provides recommendations.
- **IET Creation** – Guided by adult learning principals and instructional design theory, facilitates the process of clarifying the vision for the project and defining the scope and success criteria. Leads the design and creation of accurate, innovative, engaging and motivating learning solutions including courses and workshops, including developing learning outcomes, course descriptions, and related training content and materials.
- **Subject Matter Expert (SME)** – Has the senior-most expertise in adult education and instructional design and contributes this towards other team members' projects.
- **Content Creation** – Develops new or updates existing resources, including content materials, by facilitating the process of assessing opportunities, identifying learning outcomes, facilitating meetings, and working with SMEs and technical writers to develop the content.
- **Quality Assurance** – Creates, implements, maintains and reviews the IET Program quality assurance program, establishing and improving processes that ensure the final product or service meets industry need and quality standards. Proposes, creates, implements and reviews mechanisms to collect feedback, audits, evaluates the effectiveness, and provides feedback on IET programs. Pilots, evaluates and updates newly developed offerings. This may include workshop participant and facilitator guides, onboarding facilitators, workshop evaluations, SME role, facilitation guidelines.
- **IET Program Content Maintenance** - Reviews and updates existing IET Program offerings, particularly in relation to regulation, industry changes and effective learner outcomes.
- **Subject Matter Expert Liaison** - Solicits input and feedback from working groups, standing committee members, SMEs and internal team members. Liaises as the learning designer with the team in achieving the learning outcomes of the resources and workshops/courses.
- **Train the Facilitator** - Facilitates train-the-facilitator onboarding for SME facilitators via workshop lesson plans for consistent delivery. Analyzes data from feedback mechanisms and provides facilitators with coaching.



- **IET Program Manual** – Supports/Creates the implementation of the organization's IET Program Manual, as well as assists in its maintenance, updating and continual improvement. Supports the development of standards, guidelines (e.g., standardized language), policies and procedures for the IET Program.

Requirements:

- **Education:** Completion of post-secondary education of Bachelor's degree in relevant field (Adult Education, Instructional Design). Master's Degree in Education or Adult Education is an asset.
- **Experience:** 3-5+ years' experience in the adult education & training field, in course curriculum development, and facilitation. Experience in the arts & entertainment industry (film, tv, commercials, performing arts, live events) & experience in occupational health & safety an asset.

What is considered an asset?

- **Technology:** Proficiency in using Microsoft Office (Outlook, Teams, SharePoint, Word, PowerPoint, Excel) required. Proficiency in virtual meeting platforms (Zoom). Experience in other systems is considered an asset, including customer relationship management (CRM), project management (Monday.com), learning management systems (Bis Trainer) digital payment (Bambora), administrative platforms (Pollev, DoodlePoll), artificial intelligence tools to develop training programs (Articulate 360, Rise, Storyline).
- **Certifications:** A valid Class 5 BC Drivers Licence required, and access to a vehicle preferred.
- **Ideal competencies:** emotional intelligence, innovation, change management, relationship management, technical subject matter expertise (SME), self-led, accountable, organizational awareness, organizational effectiveness, communication, collaboration and results oriented.

How to apply?

If you are committed to making an impact and want to be part of an organization dedicated to transforming health, safety and wellness in BC's arts and entertainment industry, we would love to meet you! Please submit a cover letter, resume and salary expectations to: jointheteam@actsafe.ca by May 31, 2026



What we offer:

Actsafes offers a total rewards package including:

- Salary: \$80,000-\$90,000 depending on education, designations and experience
- Extended Health Benefits (EHB) Plan
- An 8-hour workday (with paid 30 min lunch break)/40-hour workweek
- A flexible workplace with a mix of in-office (Burnaby) and remote work opportunities
- A rich paid time off and professional development budget
- Challenging work that provides you with a sense of purpose
- Passionate, diverse, skilled, fun team members
- Engaged and collaborative stakeholders
- A physically and psychologically safe and healthy workplace culture

What is Actsafes? Actsafes is a not-for-profit health and safety association, with a growing \$2.5M operating budget, supporting BC's production of motion pictures, television, live events and performing arts industry's 3000 employers and 60,000 workers. Its vision is that British Columbia has the safest and healthiest arts and entertainment workplaces in the world, and its mission is to prevent and eliminate workplace injury, illness and death by providing world-class occupational health, safety, and wellbeing programs to employers, supervisors, and workers.

Who is the Actsafes team? At Actsafes Safety Association, a diverse, inclusive, and equitable workplace is one where all members of the team, stakeholders, community, and individuals whose personal characteristics fall into any of the prohibited grounds of discrimination under Canadian Human Rights Law feel valued and respected. We are committed to fostering a non-discriminatory workplace culture and providing equal employment and advancement opportunities throughout our organization. We respect, encourage, and value diverse voices because we believe that innovation and creativity are driven by inclusiveness and cultivated by diverse backgrounds, ideas, and experiences.

