



**Title:** Museum Education Coordinator

**Reports to:** Director, Museum Education and Operations

**Summary:** Under the direction of the Director, the Coordinator will manage the educational programs staff to ensure a high-quality educational museum experience for patrons. Coordinator will develop and facilitate programs and special museum days independently and alongside the education team. Will find and support community partners to develop programs. Provides input on educational content and developmental appropriateness of all programs. Ability to communicate effectively and accurately represent the organization professionally to internal and external constituencies.

**Supervisory Responsibilities:** Directly supervises the STEAM Arts, STEAM Science, and Early Childhood Educators. Responsibilities include interviewing, hiring, and training to include coaching, and evaluating staff; assigning and directing work; appraising performance; taking corrective action and/or implementing progressive discipline as needed. Support and maintain a high degree of staff morale and professionalism.

**Employment Classification:** Full Time, FLSA Exempt Status.

**Salary:** \$14 hourly, typical work week schedule will be Monday through Friday with some holiday and evening work including an occasional Sunday required.

**Areas of Responsibilities:**

- Closely and collaboratively work with the Director of Museum Education and Operations to develop, manage and teach museum programming.
- Ensure patrons have a memorable, fun and educational visit utilizing personal strengths and talents of the team, seeks to enrich and enhance the general visitor experience.
- Adjusting work schedule for weekend special programs, developing lesson plans and assessing Saturday and Sunday program quality and delivery.
- Collaborate with other departments/individuals to ensure a well informed and quality visitor experience, including developing and providing training on program facilitation.
- Responsible for teaching and facilitating scheduled programs in the absence of an educator.
- In collaboration with educators, facilitate program measurement and attendance tracking by assisting with survey collection and data recording in the Services report.
- Develop and teach Monday programs, develop and train facilitators on Sunday curriculum, and other programs as assigned.



- Assist in the development of monthly detailed program plans insuring a well-rounded, innovative experience that includes early childhood, STEAM, literacy, cultural, and special event experiences.
- Develop positive working relationships with museum staff and all community partners.
- Develop and support community partnership to enrich programming.
- Evaluate educators periodically to ensure quality programming and appropriate interactions with patrons.
- Complete work in accordance with the organization's mission, vision, values, policies, plans, timelines, budgets, and practices.
- Other duties as assigned.

**Qualifications:**

- Bachelor's Degree in Education, Early Education, Elementary Education, Museum Education, or related field preferred.
- Proven knowledge and understanding of child development and play-learning theories and in-depth experience with informal education.
- Demonstrated ability to work independently and provide leadership in a collaborative work environment, communicate effectively, work and play well with others, think energetically, balance concurrent projects and set and accomplish goals.
- Exemplary communication and presentation skills.
- Excellent project planning, implementation and management.
- Proven ability to understand financial statements and budget preparation.
- Demonstrated staff supervisory and leadership experience; excellent interpersonal skills.
- Group presentation experience.
- General knowledge of applicable computer software and systems.
- Must be able to work some weekends and evenings.

**Working Conditions:**

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position requires bending, leaning, kneeling, twisting, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing at least 30 pounds.