



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION:** Museum Experience Coordinator

**ACCOUNTABILITY:** Museum Experience Manager

**QUALIFICATIONS:** College degree with 2 years' experience in a museum or educational setting. Bilingual in English/Spanish desired. Must be able to stand for prolonged periods of time and lift 50 lbs.

**SUMMARY:** The Museum Experience Coordinator will be responsible for the supervision and implementation of all fee-based programs the Museum offers including camp-ins, birthday parties, and Kids Adventures After Dark. Must be able to spend the night at the Museum during camp-ins (16-hour shift) and work holidays and weekends on a regular basis. Additional responsibilities include generating business, taking reservations for camp-in programs, managing a budget, developing, and meeting revenue goals, supervising staff, marketing programs, creating community partnerships and developing educational, hands-on science programs.

### **RESPONSIBILITIES:**

1. Develop, implement, teach, and supervise hands-on educational programs for birthday parties, camp-ins, Kids Adventures After Dark and other programs as assigned.
2. Supervise and train the staff and operations of the fee-based programs to ensure programs are being delivered at a high quality and that all programs have the necessary supplies and materials.
3. Generate annual budgeted minimum income for program revenue from birthday parties, Kids Adventures After Dark, and camp-ins while adhering to the expense budgets.
4. Work with the Volunteer Coordinator to recruit responsible and mature staff to assist with program delivery.
5. Work with the Museum Experience Manager to evaluate the effectiveness of programs and systems for birthday parties, camp-ins, Kids Adventures After Dark, and other programs as assigned. Make the appropriate adjustments needed to improve the programs.
6. Provide staff and volunteers with program scripts and training for all fee-based programs.
7. Proactively develop working relationships with various agencies to form collaborations, which will build the fee-based program audience and meet budget goals. These partnerships and relationships include organizations like the Boy and Girl Scouts, church groups, Indian Guides and Schools.

8. Implement programs within budget cost parameters.
9. Deliver or assist with public programs, school programs, summer camps, day camps, and outreach as needed.
10. Serve as the floor supervisor as needed.
11. Accept other duties as assigned by the President/CEO, the Director of Education, and the Museum Experience Manager.

**COMPETENCIES:**

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Time Management.
4. Ability to work with little or no supervision.
5. Detail oriented and excellent organizational skills.
6. Excellent analytical, critical thinking and problem-solving skills.
7. Ability to handle multiple projects simultaneously and independently.
8. Proven self-starter with demonstrated ability to make decisions.
9. Excellent relationship building, interpersonal and leadership skills.
10. Collaboration Skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
13. Technical Capacity Desired.
14. Stress Management/Composure.
15. Project Management.
16. First Aid, CPR and AED Certification within 90 days of start.

**SUPERVISORY RESPONSIBILITY:**

This position trains and supervises part time staff and volunteers during events. Responsible for coordination and implementation of fee-based programs.

**WORK ENVIRONMENT:**

This job operates in a fast-paced, non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, exempt position, 40 hours per week. Days and hours of work will vary depending on Programs scheduling requirements. Must be available evenings and/or weekends, holidays, and overnights.

**TRAVEL:**

No overnight travel is expected for this position. There will be occasional local day travel.

**REQUIRED EDUCATION AND EXPERIENCE:**

College degree with 2 years' experience in a museum or educational setting.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

Must have class E driver license.