

JOB DESCRIPTION

PROGRAMS COORDINATOR, EDUCATION LEAD



JOB INFORMATION

Job Title: Programs Coordinator, Education Lead	Department: Programs
Reports To: Programs Director	FLSA Status: Part-time, Hourly,

SUMMARY

The Programs Coordinator will support MOWT's mission to educate, entertain and inspire by working with education, collections, and exhibits. This particular Programs Coordinator (the Education Lead) will focus on bringing passion for learning and fun to the development and delivery of programs such as guided tours, docent interactions, regularly scheduled educational programs, camp-ins, on-demand workshops, and summer camps.

MAIN TASKS- PROGRAMS COORDINATOR

1. Ensure the successful implementation of MOWT's mission to educate, entertain, and inspire.
2. Work, depending on the particular needs of the Programs Department on any given time, on:
 - a. Planning, developing, implementing, and evaluating exhibits.
 - b. Planning, developing, implementing, and evaluation educational programs.
 - c. Caring for and managing museum collections.
3. Promote equality and diversity in all aspects of your work.
4. Work closely with volunteers or interns while working on projects, if required.
5. Where necessary, develop and maintain excellent relationships with loaners and donors in close cooperation with other Programs staff. Shows dedication to first-class customer service at all times, not just during program delivery.
6. Attend museum trainings and other professional development opportunities.
7. Help to maintain the Museum's activity and exhibit spaces.
8. Assist Programs staff with the development of partnerships and ventures both within the MOWT and with other external organizations where necessary, including academic partners and lenders.
9. Communicate and partner with all relevant sections of MOWT on behalf of and in coordination with the Programs Department and help with museum-wide projects when needed.

SPECIFIC TASKS- EDUCATION LEAD

1. Strives to provide fun and educational program experiences to all guests.
2. At times, develop detailed written plans for delivery programs along with supply lists, estimated budgets, volunteer/ staff needs, and space needs.
3. Communicate with customers before, during, and after programs to ensure the best possible experience.
4. Work closely with staff and volunteers, particularly those in Programs Department, to ensure plans will work with Museum resources and vision.
5. Coordinate, execute, set up, clean up, and reset after educational programs.
6. Shows dedication to first-class customer service at all times, not just during program delivery.

REQUIREMENTS

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1. College level work or equivalent experience in history, museum studies, education, or a related field. Master's degree a plus.
2. Experience in customer service preferred.
3. Exemplary verbal and written communication.
4. Ability and desire to interact with people of all ages, especially youth and seniors; familiarity and passion for working with people of all abilities.
5. Warmth, positive energy, and a sincere love of welcoming, encouraging, education, and engaging with the public.
6. Flexibility to adapt along with program schedule. While a regular weekly schedule is the goal, night and weekend time may be required.
7. Keen passion for fulfilling MOWT's mission of providing a gateway to the past which educates, entertains, and inspires lifelong learning.
8. Ability to plan, deliver and supervise a variety of events with or without the supervision and cooperation of other staff members and volunteers.
9. Ability to anticipate equipment and other needs for individual events.
10. Dedication to thorough communication with supervisor and co-workers.
11. Eagerness to adapt quickly and cheerfully to customer and co-worker needs before, during, and after programs.

CERTIFICATES/ LICENSES/ REGISTRATIONS

1. First Aid/ CPR Certification a plus

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to deal effectively and courteously with user groups, their representatives, and the general public.
4. Ability to communicate in English in a clear and concise manner, both orally and written. Bilingual is a plus.

REASONING ABILITY

1. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events, and stimulus may occur simultaneously.
2. Ability to define problems, collect data, establish facts, and draw valid conclusions.
3. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form, dealing with both abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to perform the following as a single act, or simultaneously: stand, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, and hear.
2. The employee frequently is required to walk and/or stand.
3. The employee is occasionally required to sit.

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4. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
6. The employee must be able to project their voice for presentations for time periods of up to 4 hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.