

Temple Children's Museum Program's Coordinator

The Temple Children's Museum is putting out a call for resumes for a grant funded Programs Coordinator position for 2025.

All resumes should include:

- A Cover Letter
- Relevant Experience
- Relevant Education/Training
- Skills
- A minimum of three references

Please send all inquiries and resumes to Emily Smith at director@templechildrensmuseum.org

Temple Children's Museum Programs Coordinator Part-time.

Organization: Temple Children's Museum

Location: 11 N. 4th St. Temple TX 76501

Employee Status: Part-time (25 hours per week)

Pay Basis: 27,000 Yearly

Proposed Schedule: Tuesday, Thursday, Friday, Sunday. Plus community events and TCM-ON-THE-GO programs.

Position Summary

The Temple Children's Museum is seeking enthusiastic, creative, and motivated individuals to assist with our school outreach and educational programming. Educators are expected to facilitate interactive enrichment, including art, STEM, music, and play programming. A qualified candidate should be organized, reliable, punctual, and enthusiastic about working with young children and their families. The position will report to and work closely with the Executive Director.

The Programs Coordinator reports directly to the Executive Director

All applicants must be able to work during school hours, weekend, and/or occasional evenings.

The Programs Coordinator will

1. Report to the Executive Director
2. Engage small and large groups of children in a welcoming, energetic, friendly, outgoing, professional manner.
3. Create and implement innovative, interpretative and educational programs.
4. Promote, schedule, and coordinate museum and TCM-ON-THE-GO programs.
5. Collaborate with the Executive Director to promote the volunteer program to increase recruitment and engagement.
6. Responsible for collecting, organizing, analyzing, and delivering all program data to the Executive Director.
7. Provide administrative support for museum staff.
8. Retain knowledge of museum policies, rules, and regulations.
9. Stay current with trends in the education and interpretation fields and apply that knowledge to innovative programming.
10. Works with the Executive Director on all program PR and marketing to include social media and all other marketing avenues.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. The Temple Children's Museum reserves the right to modify or change duties and responsibilities as necessary to accommodate the changing organizational needs.

Education and or Training: Bachelor's degree in Museum Studies, Education, a STEAM (Science, Technology, Engineering, Arts, or Mathematics) discipline, or a closely related field.

Minimum Qualifications

- Demonstrated experience with children ages 0-8 in a classroom, recreational, or afters school setting.
- Understanding in STEAM for early childhood education.
- Knowledge of educational best practices in science centers, children's museums, and/or other informal learning institutions.
- Ability to consistently deliver excellent customer service and communicate effectively.
- Excellent communication skills and the ability to speak with ease in front of groups of children and adults from diverse backgrounds while remaining calm, flexible, and fostering positive social skills.
- Ability to lift up to 30 pounds