

Coordinator of Education & Student Experiences

Reports to: Director of Education

Status: Full-time, Exempt

Hours: M-F, 9-5p; flexibility required in order to cover weekend and evening activities

Supervises: Part-time instructors and volunteers

Job Summary: The Coordinator of Education & Student Experiences develops, manages and implements student experiences to deepen student visitor engagement in and exploration of art, science, history and achievement. Design differentiated curriculum that aligns programs with museum exhibition themes. Inspire students to develop their talents and maximize their potential. Oversee student field trip visits, classes, camps, and makerspace.

Essential Responsibilities:

- Create programming for classes, camps, summer program, makerspace and Every Student Initiative that supports a consistent approach and execution across the portfolio and aligns with gallery subject matter.
- Maintain a working knowledge of district, state and national education standards and trends (eg, STEM/STEAM, project-based learning).
- Develop proposals for course content and student experiences, incorporating analyses of potential engagement, revenue generation, staffing needs, and required expenses.
- Oversee the daily operation of class and camp sessions (registration, check-in, lunch, check-out, minor medical needs, etc.), ensuring smooth operations.
- Recruit, supervise, and evaluate part-time instructional staff and volunteers for educational programs.
- Serve as a liaison with parents/guardians of student participants.
- Track and report attendance statistics and other measures of success of student experiences and recommend programming revisions.
- Establish educational partnerships and relationships with community stakeholders.
- Facilitate the Summer Program Advisory Council.
- Assist other programs staff as appropriate.

Job Qualifications:

- Bachelor's degree; major in Early Childhood Education, Elementary Education, or related field preferred.
- 2 years work experience in education (formal classroom, informal learning environments, management, or administration)
- Effective budget and time management skills
- Experience with curriculum development and implementation
- Familiarity with project-based learning, STEM/STEAM programming, Illinois Early Learning and Development, Common Core standards, and other education standards and trends
- Supervisory experience

- Strong oral and written communication skills, and ability to interact positively with children and parents
- Experience with Microsoft Office and ability to learn and use the Museum's administrative software

Essential functions (ADA):

- Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and operate general office equipment (e.g. copier).
- Substantial movements of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
- Visual acuity to determine the accuracy, neatness and thoroughness of work assigned.
- Ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____
(Employee, please print)

Employee Signature: _____ Date: _____

Mission

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.