

## **Museum Educator & Community Engagement Coordinator**

Reports to: Director of Education & Engagement

Status: Full-time, salaried, exempt

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

**Job Summary:** The Museum Educator & Community Engagement Coordinator plans, develops and delivers educational programs in order to expand learning opportunities for visitors. Coordinates educational programs, events, classes, camps and workshops that support exhibitions. Coordinates schedule of programming for Giant Screen Theater.

### **Essential Responsibilities:**

- Plan, develop and execute special programs related to exhibitions, designed to engage the general public.
- Host guest speakers, program-related movies, and other program events; introduce speakers and programs to audiences.
- Collaborate with Curatorial staff to develop and design engaging exhibition interactives and guides; partner with Curatorial to lead training on exhibitions for docents and volunteers.
- Design, implement and coordinate diverse multidisciplinary camps, workshops and classes that are aligned with the Museum's mission.
- Work with the GST Manager to develop a robust schedule of engaging films, speakers and other programs for the theater.
- Use video and social media technology to enhance and distribute programming.
- Solicit ideas for programs, maintain the master schedule of Programs events, coordinate marketing and facilities needs for events, and ensure that events have appropriate staff and volunteer coverage.
- Work with advisory panels to develop and pilot new programs.
- Update and implement engagement strategies, including the use of attendance and satisfaction metrics to assess program performance in alignment with Museum affinity groups.
- Maintain Programs portion of the Museum website and help maintain public programs on the website, social media and Museum's ticketing system.

### **Job Qualifications:**

- Bachelor's degree
- 2 years of experience in education or museums, events planning, or project management
- Excellent written and oral communication skills; comfortable with public speaking
- Innovative, creative thinker who gets the job done
- Collaborative and team-oriented, yet with the ability to work independently
- Have a passion for and knowledge of the community and the Museum's mission
- Strong organizational skills and the ability to manage multiple projects simultaneously
- Ability to operate audiovisual equipment and technologies for programs
- Experience with Microsoft Office and ability to use the Museum's administrative software

- Must be able to work evening and weekend events as needed

**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.