



Museum Learning Coordinator: Programs Events Specialist

Reports to: Theater Curator and VP of Programs

Status: Full-time, non-exempt

Hours: Tuesday through Saturday, 40 hours per week. Weekend and evening hours as required to staff programs and events.

Job Summary:

Assist the Theater Curator with managing the Giant Screen Theater and both the technical and hosting aspects of special programs and events. Plan, coordinate, and present events for the Programs department, including Museum After Dark, movie and exhibition themed dinners, weekend family programming, and other programs, with the input and assistance of the VP of Programs and Programs department staff. Assist with school group tours, teach occasional museum school classes and workshops, and perform other duties as assigned.

Essential Responsibilities:

- Assist the Theater Curator in running the Giant Screen Theater, including but not limited to starting movies, hosting events, and addressing technical issues.
- Work collaboratively with the Programs team to plan and manage Programs events including Museum After Dark, exhibition and movie themed dinners, weekend educational programs, lectures, and other programs as assigned.
- Present school group and public programming, including but not limited to planetarium shows of all varieties, add-on workshops, Discovery Cart programs, and special presentations as assigned.
- Other duties as assigned.

Job Qualifications

- Bachelor's Degree in relevant field.
- Strong computer and troubleshooting skills.
- Work experience in education, event planning, theater technician, public speaking or other relevant fields required; museum experience preferred.
- Broad knowledge of a variety of topics and subjects; a healthy curiosity and ability and desire to learn new content related to the museum's disciplines.
- Strong written and verbal communication skills.
- Strong public speaking and presentation skills.
- Ability to work well with a wide variety of people.

- Demonstrated leadership skills, including effective time management, ability to prioritize tasks in order to meet deadlines, work well as part of a collaborative team, identify and implement viable solutions on the fly to issues that arise, ability to motivate others, and communicate in a manner that boosts morale.

Essential functions (ADA):

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) 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 frequently to lift, carry, push, pull or otherwise move objects, including the human body. Specifically, this person must be able to move planetarium furniture for special events.
- Ability to climb stairs and/or ladders.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and other assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned. Must be able to function in a dark environment in order to operate planetarium equipment and move about in the planetarium or Giant Screen Theater in the dark.
- Requires the 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: _____
(Employee, please print)

Employee Signature: _____ Date: _____