

Educator & Student Engagement Coordinator

Reports to: Director of Education & Engagement

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 Educator & Student Engagement Coordinator connects students and teachers to the museum community by providing experiences that deepen engagement in and exploration of art, science, history and achievement. Manages content and programming to align with school curriculum and museum exhibition themes. Inspires students to develop their talents and maximize their potential through exhibit-related education.

Essential Responsibilities:

- Manage the museum's Every Student Initiative, building relationships with students, educators and administrators and partnerships with community stakeholders.
- Direct creation of educational and interactive components for exhibitions.
- Create educational content for the museum's social media pages.
- Create engaging achievement-based activities to accompany exhibits.
- Maintain a working knowledge of educational global competencies and district, state and national education standards and trends (eg, STEM/STEAM, project-based learning).
- Develop proposals for course content and student experiences, highlighting potential engagement, revenue generation, staffing needs, and expense budget.
- Oversee the daily operation of class and camp sessions, ensuring smooth operations.
- Recruit, supervise, and evaluate part-time instructional staff and volunteers for educational programs.
- Track and report attendance statistics and other measures of success for student experiences and recommend programming revisions.
- Assist other programs staff as appropriate.

Job Qualifications:

- Bachelor's degree
- Strong oral and written communication skills
- 2 years professional education experience (formal classroom, informal learning environments, management, or administration)
- 2 years project management experience
- Experience with curriculum development and implementation
- Familiarity with global competencies, project-based learning, STEM/STEAM programming, Illinois Early Learning and Development, Common Core standards, and other education standards and trends
- Supervisory experience a plus
- Experience with Microsoft Office and ability to 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.