

Community Engagement & Family Programs Coordinator

Reports to: Director of Education & Engagement

Status: Full-time, hourly, non-exempt

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

Job Summary: The Community Engagement & Family Programs Coordinator engages the community in interactive multidisciplinary programming that is fun, educational, and family-oriented. Create, plan and execute family-oriented exhibition-related programs. Coordinate outreach with education, social service, and arts organizations to strengthen Museum engagement with the community.

Essential Responsibilities:

- Plan, develop and execute special family-oriented programs related to exhibitions.
- Collaborate with Curatorial staff to design interactive family-fun exhibition components.
- Strengthen and develop strategic alliances with education, social service, and arts organizations to build and cultivate strong, sustainable relationships.
- Coordinate the Museum's AR/VR (zSpace) experience.
- Update and implement engagement strategies in alignment with Museum affinity groups, including metrics to assess program performance.
- Work with advisory panels to develop and pilot new programs.
- Create, track, and manage program budgets and attendance reports.
- Use video and social media technology to enhance and distribute programming.
- Integrate gamification and achievement-based learning into programming.
- 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 project management experience
- Excellent written and oral communication skills; comfortable with public speaking
- Collaborative and team-oriented, yet with the ability to work independently
- A passion for and knowledge of the community and the arts
- Strong organizational skills and the ability to manage numerous 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
- Thrives when and enjoys interacting with the public

Essential functions (ADA):

- Ability to work a full-time schedule that 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.