

Museum Educator-Events 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-Events Coordinator plans, develops and delivers engaging educational programs and activities in order to drive museum attendance and enhance visitor experiences. Work as part of a team to plan and coordinate fun, captivating educational programs, events, workshops, and interactive activities that support and enhance exhibitions.

Essential Responsibilities:

- Plan, develop and execute special programs related to exhibitions, designed to engage the general public, drive museum attendance, and enhance visitor experiences.
- Propose, plan and execute concepts and details of educational programs and events to add the creative “extra touch” that creates memorable visitor experiences.
- Host guest speakers, program-related movies, and other program events; introduce speakers and programs to audiences.
- Design, implement and coordinate workshops that are aligned with the Museum’s mission.
- Use video and social media technology to enhance and distribute programming.
- Identify, select and manage relationships with event-related vendors, including caterers, decorators and audio-visual providers.
- Ensure the highest level of guest satisfaction and create memorable experiences for attendees.
- Solicit ideas for programs, help maintain the master schedule of Education and Engagement events, coordinate marketing and facilities needs for events, and ensure that events have appropriate staff and volunteer coverage.
- Work with advisory councils 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.
- Help maintain Education and Engagement and public programs portions of the Museum website, social media and ticketing system.
- Support other Education and Engagement staff in department programs.
- Other related duties as assigned.

Job Qualifications:

- Bachelor’s degree
- Experience in planning and executing events required; museum, cultural organization, parks and recreation, hospitality, marketing or related experience preferred
- 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, the Museum’s mission, arts, culture and education
- Strong organizational skills and the ability to manage multiple projects simultaneously
- Aptitude for and ability to operate audiovisual equipment and technologies for programs
- 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.