

JOB VACANCY

Program Coordinator

Organization Summary

The Children's Museum exists to spark kids' creative learning. As a non-profit charitable organization, we believe in the potential of all children and provide an interactive learning environment that nurtures the power of imagination and spirit of self-discovery.

Position Summary

As a member of the Visitor Experience team, the Program Coordinator is responsible for the planning, delivery, supervision, and evaluation of museum programs for the target audience of children under 10, their families, and caregivers. With particular emphasis on public programming and birthday parties, the Program Coordinator leads the Program Interpreter Level I team and works in cooperation with other museum staff to ensure all visitors to the museum have a positive experience.

Department:	Visitor Experience
Reports To:	Director of Education & Exhibits
Hours:	Full time, 35 hour/week salaried position, Wednesday - Sunday Occasional overtime and/or evening and weekend work as required
Salary & Benefits:	\$41,000 - \$48,000 annually Eligible for Employee Benefits Program

Responsibilities

	Time
<ul style="list-style-type: none"> Implementing the museum's annual programming calendar by planning, coordinating, delivering, and evaluating birthdays and special programming (such as Spring Break, Halloween Howl, Top Hats & Tiaras, Pop m'Art and fundraising activities) within budget 	65%
<ul style="list-style-type: none"> Supervising Program Interpreter Level I staff and assigned volunteers 	15%
<ul style="list-style-type: none"> Leadership in delivery of exemplary customer service including functioning as Manager On Duty as required 	10%
<ul style="list-style-type: none"> Delivering school programs 	5%
<ul style="list-style-type: none"> Other duties as assigned 	5%

Education

- Undergraduate degree in an applicable area such as elementary/early childhood education, recreation, museum studies, event planning, or theatre

Experience

- Three years of successful experience working directly in the planning, development, coordination, and delivery of programs for children ten and under in non-traditional, interpretive settings
- Proven successful track record in staff and volunteer supervision

Skills Required

- Experience and creative ability in program planning and delivery
- Comprehensive understanding of educational principles, child development theory, and experiential learning
- Ability to effectively communicate in an enthusiastic and engaging manner with children and adults in a non-traditional, educational environment
- Leadership skills
- Ability to work independently and in a team environment with staff and volunteers
- Well-developed organizational skills and strategies
- Ability to exercise sound judgment with creative approaches to problem solving
- Adaptable to changing situations
- Excellent computer, oral, and written communication skills
- Ability to handle several tasks simultaneously in an organized manner
- Public speaking skills
- Cultural awareness and sensitivity to working with staff, volunteers, and other stakeholders with a wide variety of needs

Skills Desired

- Ability to work in both official languages an asset

Conditions of Employment

- Acceptable results on a Police Vulnerable Sector Check (PVSC) and a Child Abuse Registry Check

To Apply

- Forward resume and cover letter outlining suitability for this position to Brittany McIntosh, Director of Education & Exhibits, at bmcintosh@childrensmuseum.com
- The Children's Museum is committed to fostering a working environment that supports diversity, equity and inclusion; and welcomes applications from all, especially those from under-represented groups. If you require accommodation when applying, please contact bmcintosh@childrensmuseum.com

Deadline

- Friday, November 29, 2024 at 4:30PM
- Interviews may be conducted as suitable applications are received.