WonderLab Museum of Science, Health and Technology

AVAILABLE POSITION

Apply by Feb. 18, 2019 for full consideration

POSITION: **Museum Educator - Outreach and Elementary Education Specialist**

PURPOSE: Work with the Education Department Team to plan and implement science-informed programming that provides developmentally appropriate learning experiences for children, families, and adults, with a particular focus on outreach programming and programming for elementary age children. WonderLab's educational programs aim to educate, inspire, delight, build community, increase visitation, and generate revenue. WonderLab is committed to building curious and creative problem solvers inspired by the wonder of science.

REPORTS TO: Education Director

STATUS: Part-time (25-30 hours per week, flex-time) with occasional Saturday, Sunday and evening hours (Fair Labor Standards Act category: "non-exempt")

START DATE: Early March, 2019

SALARY: $12.00 per hour

BENEFITS: Paid holidays and paid time off. Free WonderLab membership at dual or basic family level; 20% discount in gift Store; membership in Association of Science and Technology Centers Passport Program (www.astc.org/passport/)

Key Responsibility Area: Plan, Coordinate, and Implement Programs
Specific Duties:

- Work with the education team to research, develop, implement and evaluate new and existing educational programming
- Present specific on-site museum programs as assigned; current programs that will be overseen by this position are: STEM Sunday (primarily ages 5 to 10 with their families), live animal programs (primarily ages 3 to 12 with their families), certain educational aspects of Lab Sessions and Demonstrations for school groups (primarily grades K-5), and large-scale weekend programs (primarily ages 3 to 12 with their families) as assigned
- Coordinate with other museum departments as needed to ensure program success
- Help maintain organization and inventory of program supplies
- Assist with long-term program planning and development

Key Responsibility Area: Outreach

Specific Duties:

- Serve as the lead coordinator for the museum's outreach program
- Reach out to organizations - such as libraries, schools, and community centers - to schedule outreach events
- Maintain clear and consistent communication with organizations that have scheduled outreach events
- Prepare and present interactive science shows and hands-on activity stations at outreach events throughout southcentral Indiana
- Research, establish and ensure safe procedures for shows and demonstrations (e.g. those involving chemicals, flames, etc)
- Supervise the Outreach Assistant during the summer
- Train volunteers who assist with Outreach programs
- Oversee the upkeep of the WonderLab Outreach vehicle to ensure its safe and reliable performance
- Maintain current records of Outreach programs scheduled and resulting attendance and revenue
- Work with the education team to research, develop, implement and evaluate new and existing outreach programming

Key Responsibility Area: Other
Specific Duties:

- Engage with science education professional organizations and academic organizations to gain knowledge and share learning from WonderLab
- Help administer select grant-funded educational projects, as assigned
- Provide effective coordination, training and support of work-study students, interns and volunteers, as assigned
- Comply with all administrative policies and procedures described in employee handbook
- Other duties as assigned

RELATIONSHIPS:

- ***Internal*:** Maintain close communication with Education Director and Museum Educator; and Volunteer Coordinator, Marketing Director and Museum Visit and Events Manager as needed
- ***External*:** Maintain positive working relationship with volunteers, program partners, and visitors

QUALIFICATIONS:

- College or associate degree with STEM (science, technology, engineering, math) course work required; education course work preferred
- Experience working with children and/or families; particularly elementary age
- Experience and comfort with public speaking and presentation
- Excellent oral and written communication skills
- Excellent organizational skills with attention to detail and accuracy
- Friendly and positive attitude; ability to work effectively with a variety of people

- Proven ability to work independently in a fast-paced, team-oriented environment, with ability to multitask and meet deadlines
- Experience developing and/or coordinating public programs preferred
- Proficient with digital technology applications such as word processing, e-mail, databases and spreadsheets, comfort with Google Docs/Cal
- Physical ability to lift 30 pounds and function independently at off site programs
- Red Cross certification in CPR and First Aid, or willingness to become certified
- Current driver's license
- Proof of eligibility to work in the US
- Contact information for three references
- At least two, and up to three, letters of reference

Applicants should submit the WonderLab Job Application Form (available at the museum web site www.wonderlab.org/about-wonderlab/job-opportunities). **The application must also include a cover letter, a resume, and at least two letters of reference mailed directly to the address below or e-mailed to Education Director Emmy Brockman at emmy@wonderlab.org.** Reference letter(s) should be sent directly to emmy@wonderlab.org from the person who wrote the letter.

WonderLab Museum of Science, Health and Technology
Attn: Emmy Brockman
P.O. Box 996
308 West 4th Street
Bloomington, IN 47402

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Questions: Emmy Brockman, emmy@wonderlab.org, 812.337.1337 ext 17

WonderLab considers applicants for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status. WonderLab strives to make reasonable accommodations for people with disabilities, upon request.

Last Updated: January 10, 2019