

Museum Programs Coordinator (PART-TIME)

Long Island Explorium, Port Jefferson, NY

ABOUT THE LONG ISLAND EXPLORIUM CHILDREN'S SCIENCE MUSEUM

The Long Island Explorium plays a vital role as a lighthouse of enriching STEM programs that foster inventive thinking and serve as a catalyst for empowerment.

The Explorium seeks to support and develop the next generation of creative thinkers and problem solvers. Our curriculum, exhibits, and educational approach are unique by design, developed to spark inventive solutions, build confidence by embracing the "fail forward" concept and foster teamwork through hands-on workshops and activities that pose challenges with multiple outcomes or solutions. Because of this focus on creativity and innovation, the Explorium is recognized as Long Island's Family Maker Space, a place for families to play, create, build and grow together.

ABOUT THE POSITION

The Explorium Seeks an energetic, highly organized, and responsible individual for **Part-Time Museum Programs Coordinator**. This position will ensure that all programs delivered onsite and offsite are organized and executed at the highest level of quality and professionalism.

PRINCIPAL RESPONSIBILITIES:

- Assists in the daily operations of museum operations during open hours and set up, including interacting with museum visitors.
- Assist in the feedback collection, post evaluation, and reporting of all museum programs, onsite and offsite.
- Perform operational and logistical duties associated with program delivery (onsite and off-site), including recruitment, planning meetings, communication notices, materials set-up/take-down, program debriefing, etc.
- Assist in coordinating and participating in large-scale and small-scale events, including student showcases, project culminating events, and Maker Faire Long Island.
- Evaluate the condition of Museum exhibitions and manipulatives/mobile exhibitory and request repairs or supplies as needed.
- Oversee the membership database and manage renewals and outreach for new members (family and institutional members).
- Provide oversight for museum volunteer programs.
- *Other duties as needed

QUALIFICATIONS

- Supervising and/or organizing staff or team: 1 year (Preferred)
- Experience working in museums preferred, as well as non-traditional learning environments.
- Excellent interpersonal and communication skills
- Ability to engage with children and adults in a welcoming, energetic, friendly, outgoing, and professional manner. Experience working with children ages 2-10: 3 years (Preferred)
- Proven ability to work independently and prioritize tasks
- Excellent writing, organizational skills, and attention to detail
- Proficiency with MS Office products, G Suite, Excel, CRM systems, and a willingness to learn new systems.

REQUIREMENTS

- Must be willing to work at least 2 weekdays.
- The ability to work one (1) weekend day (per month) 1-5 pm is highly desirable.
- Work some holidays and some special events.
- Background checks will be completed on all employees.

JOB TYPE: Part-time

COMPENSATION

- Hourly wage: \$20 per Hour

HOW TO APPLY

Please submit your resume and cover letter to jobs@longislandexplorium.org to submit all application materials. Please put "Part-Time Educator" in the subject line.

The Long Island Explorium is an Equal Opportunity Employer.