

## Museum Coordinator

Full-time Salaried -

Wheel and Cog Children's Museum of Hutchinson is currently seeking a Museum Coordinator. The Museum Coordinator works in various roles to ensure museum exhibits and outreach activities inspire children to learn and expand their horizons. The Coordinator is expected to also collaborate on marketing for group visits (field trips, birthday parties, and volunteer events), drop-in activities, and off-site programming as an extension of the Museum Team. Museum Program Coordinator will collaborate with the Museum Executive Director and report to the Board of Directors.

Duties:

- Represent the museum with the highest level of professionalism.
- Communicate and interact effectively and respectfully with visitors, board members, co-workers, and individuals from other organizations.
- Responsible for the monthly staff schedule.
- Check the [info@wheelandcog.com](mailto:info@wheelandcog.com) email and responsible for [manager@wheelandcog.com](mailto:manager@wheelandcog.com) - communicate/forward emails as needed to appropriate people.
- Attend monthly board meetings and provide typed monthly updates regarding: attendance numbers, exhibit information, upcoming activities/events, and past months activities summaries which include attendance numbers.
- Greet visitors, community members and answer questions.
- Maintain appropriate levels of museum maintenance supplies, art supplies, and STEAM supplies.
- Maintain documentation regarding exhibit maintenance.
- Provide excellent and enthusiastic customer service.
- Be knowledgeable about Museum exhibits and daily activities.
- Be able to clearly communicate and provide effective direction to team members and timely updates to the Executive Director and Board of Directors.
- Ensure a clean and maintained museum space.
- Responsible for light cleaning in and around the museum.
- Responsible for overseeing the museum's front desk and café operations, including data entry and cash register. Tasks include processing admission, membership and merchandise sales.
- Be available evenings and weekends as needed to coordinate special events, programs and community outreach.
- Responsible for overseeing the museum's front desk and cafe operations, including data entry and cash register tasks such as processing admission, membership and merchandise sales.
- Help recruit and guide volunteers as needed.
- Conduct observations, surveys, and oversee and record visitor data as needed.
- Develop and coordinate outreach programs.
- Participate in training, planning, and evaluation meetings with Museum staff.
- Develop and share written plans for activities and community outreach with Museum staff.
- Prepare, set-up, and clean-up materials and spaces used for activities.
- Collaborate with Museum staff and volunteers to implement activities including special events, at least monthly, and STEAM Saturday activities.
- Communicate with the Executive Director, staff and board of directors about plans for activities as needed.
- Help develop and implement community outreach activities.
- Perform physical/mental demands in the work environment required for this position.
- Communicate and interact effectively and respectfully with visitors, co-workers, supervisors, and individuals from other organizations.

#### Qualifications:

- Recommend an Associate's Degree or higher
- Current on trends and ideas in science, art and education.
- Innovative.
- Demonstrate enthusiasm and support for Wheel and Cog Children's Museum of Hutchinson.
- Excellent communication skills.
- Excels at Leadership and has previous management experience of at least 3-5 people.
- Be reliable, self-motivated, and a team player.
- Have experience planning and facilitating activities for children (strongly preferred).
- Have an interest in and/or knowledge about topics related to agriculture, STEM and/or the arts.
- Be available between 8:00 a.m. and 6:00 p.m. on weekdays, occasional evenings, Saturdays (9-noon), and as needed.

#### Work Conditions:

- Job requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Job requires the ability to stand and walk 100% of the time in public indoor and outdoor galleries.
- Job requires stooping, kneeling, crouching and bending.
- Flexibility and availability in schedule are required during weekday hours.
- Job requires a high degree of interaction and engagement with others.
- Job requires direct interaction and engagement with children.

This is a Full-time position. The position offers flexibility, will vary in hours based on demand, and will typically range between 4 - 8 hours/week, up to a maximum of 40 hours/week or 80 hours/every pay period. Museum Coordinator will be assigned to program activities depending on availability and interest. Hours will be determined in coordination with the Board. This position is not eligible for benefits.. This position is not eligible for overtime.

Please submit a resume and cover letter to [director@wheelandcog.com](mailto:director@wheelandcog.com)