



Museum Coordinator

Full-time Hourly

Wheel and Cog Children's Museum of Hutchinson is currently seeking a Museum Program Coordinator to plan, prepare, and facilitate educational activities and 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 Coordinators will collaborate with the Museum Executive Director and report to the Board of Directors.

Duties:

- Develop and coordinate outreach programs which would include pop-up events and developing outreach activities.
- Participate in training, planning, and evaluation meetings with Board and staff.
- Develop and share written plans for activities with Museum Board and 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 staff and board of directors about plans for activities as needed.
- Represent the Museum with the highest level of professionalism.
- 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:

- Demonstrate enthusiasm and support for Wheel and Cog Children's Museum of Hutchinson.
- Previous experience working with children and families.
- Be reliable, self-motivated, strong communicator and a team player.
- Strong communication skills, management skills, time management and grant writing knowledge, skills, abilities.
- 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.

Work Conditions:

- Job requires exerting up to 50 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, and will vary in hours based on demand. Currently the need is to cover museum open hours weekdays 9a-6p and Saturday and Sunday as needed for staffing. Hours will be determined in coordination with the Board. This position is not eligible for overtime.

Please submit a resume and cover letter to director@wheelandcog.com