**PLEASE TOUCH MUSEUM®**

**Position Description**

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**EDUCATION COORDINATOR**

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| Reports To: | Manager, Education Programs |
| Direct Reports: | |
| FLSA Status: | Exempt |
| Status: | Full-time |

| Department: | Museum Experience & Education |
| Division: | Education |
| Grade: | |
| Effective Date: | FY20 |
| Hours / Week: | 40 |
| Tuesday – Saturday, with flexibility |

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**Background**

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven years. Our mission is to change a child’s life as they discover the power of learning through play. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark which was built for the 1876 Centennial Exhibition.

Today, PTM is a multidisciplinary organization, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM’s themed exhibits create a hands-on, interactive environment that helps children learn, develop, and practice the learning and social skills that will prepare them for success in school and in future careers.

**Position Summary:**

An Education Coordinator will work alongside all staff in the Museum Experience & Education department to design and execute multi-faceted educational programs and activities for young children, their families, and groups, including nontraditional museum audiences and/or underserved populations.

Responsibilities include but are not limited to: developing and implementing daily and weekly programs, as well as large-scale Family Festivals and Signature Events, that are aligned with best practices in Early Childhood and Museum Education; assisting with institutional partnerships and related programming; working collaboratively with Museum Experience Coordinators to provide professional development and mentorship for Museum Experience Facilitators, interns, and
volunteers on museum programming; assisting with school and community programs and initiatives; collaborating with all departments as needed.

**Essential Functions:**

- Design and implement educational programming for museum visitors during events and school programs;
- Provide a regular programming presence on gallery floor and/or offsite;
- Develop frameworks for all Education programming;
- Works collaboratively with all Museum Experience & Education staff in the development and implementation of programming;
- Use knowledge of educational pedagogy, current education initiatives (such as Universal Pre-K, NGSS, etc.), technology, and research in all aspects of designing and implementing programming;
- Model and encourage adult visitors to engage in open-ended child-directed play;
- Organize and maintain programming supplies and areas under supervision of Senior Education Coordinator;
- Coordinate logistics for programming, especially Family Festivals and Signature Events;
- Work with Museum Experience team to plan museum facilitation/program focused trainings for Museum Experience & Education staff, interns, and volunteers;
- Collaborate with Museum Experience team on implementation of programming;
- Assist with the development of new/innovative programming related to varied educational disciplines and museum initiatives (e.g. School Readiness, educational research) that include new educational technology and analog delivery systems;
- Assist with museum partnerships with organizations and institutions;
- Assist with grant proposals and reports;
- Act as point of contact and department representative for committees, events, and programs as assigned;
- Attend all training sessions and staff meetings and provide feedback on departmental initiatives;
- Maintain an ongoing interest in learning about and keeping up to date with Museum exhibits and programs;
- Support Senior Director, Managers, and Senior Coordinator as needed
- Other duties as assigned

**Core Competencies:**

- Strong attention to detail and accuracy
- Demonstrated ability to work collaboratively
- Ability to be flexible and adaptable
- Excellent communication and time management skills
Minimum Qualifications:

• Bachelor's Degree required, preferred field of study: Education, Museum Studies, Urban Studies, Youth Development; Master degree preferred
• Minimum of two years’ experience teaching children aged 0-8 in a formal and/or informal setting; museum experience preferred
• Advanced knowledge of child development and experience with developing and implementing early childhood literacy programs
• Demonstrated experience in program and curriculum design required
• Ability to teach inquiry and object-based lessons that are interactive and developmentally appropriate for a diverse range of students, including PreK-12 students and students with different learning needs and varying museum experiences
• Must be comfortable and proficient leading programs for large and small groups of both children and adults
• Experience with public speaking, group trainings, conference presentations, and/or performance strongly preferred
• Willingness to problem-solve and work flexibly in planning, scheduling, and implementing programs, presents solutions to problems
• Excellent oral and written communication skills required
• CPR and First Aid training preferred.
• Reliable transportation with the ability to travel locally required; Valid driver’s license preferred
• PA Child Abuse History Clearance and FBI fingerprinting.
• Must be able to lift 30 pounds.

Please Touch Museum offers an excellent working environment, a comprehensive benefits package, and competitive salary. To apply for this opportunity, please submit your application and resume at www.pleasetouchmuseum.org or email your cover letter and resume to: employment@pleasetouchmuseum.org  EOE

Posted: December 20, 2019