



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Programs Specialist

REPORTS TO: Special Programs Manager

GENERAL: The Programs Specialist produces revenue and free special programs with a focus on educating children ages 6 and up. This position creates education and engagement opportunities that advance the Museum's community impact. The Programs Specialist assists in presenting daily programs and field trip workshops as a member of the education team. The Program Specialist reports to the Special Programs Manager.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Explorations V and Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of measuring success. Achievement is the goal but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, what did you learn about the process and how can that educational to the entire staff.

RESPONSIBILITIES

PRIMARY DUTIES

EXHIBIT ENGAGEMENT

- Perform educator activations in Design Park, the Front Yard, and TBD specifically
- Ensure supplies are stocked by collaborating with the exhibits team
- Create ongoing and one-time experiences in these targeted galleries

DAILY PROGRAM EXPERIENCE

- Participate in collaborative planning to build and publish the public daily program schedule
- Maintain diverse programming that represents the Museum's key learning outcomes and focuses on strategic planning initiatives



- Perform and present daily programs as assigned
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FIELD TRIPS & GROUP EXPERIENCES

- Present meaningful field trip experiences as part of the education team as assigned

GENERAL DUTIES

- Respect coworkers
 - Continue personal professional development and share knowledge with coworkers and leadership
 - Shifts are available seven days a week from 9am – 6pm with some nights and weekend shifts throughout the year for special events
 - Other duties as assigned
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QUALIFICATIONS

- At least three years supporting or performing informal learning education
 - Passion for hands-on learning & exploration
 - Ability to use Microsoft Office products including Outlook, Excel, and Word
 - Valid Driver's License
 - Employment contingent on passing a Level 1 background check
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Print Name
Program Specialist

Signature

Date