



Madison Children's Museum JOB DESCRIPTION

Position Title: Program Specialist	Division/Department: Education
Supervisor: Director of Education	FLSA Status: Non-exempt
Pay Grade: Part-time, entry-level	Date Updated: 2.3.2016

Summary of Job Scope and Responsibilities

Madison Children's Museum Program Specialists implement informal museum education programs and facilitate exhibit gallery experiences for the Museum's diverse audiences in the museum's Art Studio, Rooftop Ramble, Log Cabin, Possible-opolis, and Early Learning Gallery. The majority of work time is spent in direct interaction with museum visitors. The STEM Program Specialist will focus on programming in Science, Technology, Engineering and Math for ages 5–10 years old.

Essential Job Functions

- Assists Education Managers with the development of family program ideas and content for the museum's monthly calendar of public programs.
- Develops and leads program activities for special groups including scout troops, school groups, summer camps, and community organizations.
- Ensures that visitor programs are child-based, accessible to a wide audience, and reflect the mission of Madison Children's Museum.
- Mentors program volunteers and interns.
- Interacts with all visitors in a friendly, professional manner, with exemplary customer service.
- Maintains a current knowledge of museum operations and events, State Street, and the surrounding area.
- Maintains order in program rooms and prep rooms.

Necessary Education or Work Experience

- The ideal candidate for the STEM Program Specialist position will have experience with education technologies such as 3D printing, Lego Mindstorm, Google Cardboard, Arduino/Raspberry Pi, and Scratch animation.
- College-level coursework or relevant work experience in education (early childhood, K-5, or informal education) child development, recreation, or related field.
- Experience working with children ages 2–12 in child care, classroom, or informal education settings.
- Experience working with at-risk and special needs audiences.

Desired Qualifications:

- Bilingual skills a plus
- Interest in interdisciplinary programs and informal education
- Ability to relate well to people of all ages and backgrounds.
- Ability to work successfully as a team player.

Located downtown on multiple bus lines.

Physical Demands and Work Environment

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. The position also involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is usually moderate to loud. The position requires some outdoor work year-round, and includes care of plants and animals.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified

Madison Children's Museum is an Affirmative Action Plan/Equal Opportunity Employer.

To Apply

Please submit resume to mcmjobs@madisonchildrensmuseum.org with the subject line "Program Specialist" by **February 21, 2016**.