



Position Title: Outreach Coordinator

Division/Department: Education

Department Supervisor: Director of Community Partnerships

FSLA Status: Non-exempt; 32 hours/week, evening and weekend work required

Pay Grade: \$19-22/hour

*Date Updated: November 2024*

### About Madison Children's Museum

Play is a vital part of childhood development, and central to our mission. Since 1980, Madison Children's Museum has been connecting children with their families, their communities, and the world beyond through discovery, learning and creative play. MCM's unique programs and custom exhibits are widely recognized for excellence, leading the museum to be regularly ranked among the top ten children's museums in the country. Our team is composed of dedicated, professional individuals who take play and living our organizational values very seriously. We come from amazingly diverse backgrounds and are committed to the ideals of access, diversity, equity, and inclusion in everything we do.

### Summary of Job Scope & Responsibilities

**Core duties:** The Outreach Coordinator represents Madison Children's Museum at a wide variety community events. The Outreach Coordinator brings mobile museum exhibits to community events and provides welcoming, inclusive, child-friendly arts programming for attendees. The Outreach Coordinator ensures that the participant experience is child-based, accessible to a wide, diverse audience, and reflects the mission, vision, and values of Madison Children's Museum. Outreach events often provide the first experience with the museum for many members of our community, and the Outreach Coordinator provides an essential first point of contact to engage new families with the museum.

The Outreach Coordinator trains and supervises Visitor Experience Facilitators and museum volunteers who assist with outreach activities. They manage the calendar of outreach events and respond to community requests for programming. The Outreach Coordinator also supports on-site education programming at the museum and assists with on-site programs and events as assigned. The majority of work hours for this position are spent in direct interaction with the public.

**Work schedule:** The ideal candidate will be available 32 hours/week. This position requires evening hours, and regular weekend work, typically Saturday daytime hours with occasional Sunday hours, September through May. During the summer months of June through August most of the events are during the day and early evening.



## Essential Job Functions

### Coordinates MCM Outreach Program (70%)

- Brings mobile exhibits to community events and facilitates informal education programming
- Supervises and trains staff and volunteers assisting with outreach work
- Drives the MCM outreach minivan; occasionally drives the MCM cargo van. Standard driver's license required (CDL not required). Maintains record keeping of van mileage.
- Models exemplary customer service, visitor engagement, and socio-cultural competency skills
- Assists with program evaluation; implements surveys at outreach events
- Maintains a broad knowledge of MCM operations, programming, and Access for Everyone programs, and answers questions from the public at events.
- Maintains inventory of outreach program supplies and museum marketing materials

## Secondary Job Functions

### Supports on-site programming and events (30%)

- Assists with special events and daily on-site programming as assigned, including public programs and programming provided on-site for the MMSD Arts Academy.
- Works in museum spaces as needed to provide a clean exhibit space and create meaningful engagements for museum visitors.
- Supports operational tasks for Education department as assigned

## Job Qualifications

### Required Education or Work Experience

- A minimum of a high school diploma (or equivalent) is required.
- Experience working with children in an informal or formal education setting
- Experience working with diverse communities

### Required Knowledge and Skills

- Excellent oral communication skills
- Ability to work independently

### Preferred Knowledge and Skills

- Bilingual language skills
- First aid/CPR certification

### Other Qualifications/Requirements

- Weekend and evening work required.
- Valid driver's license required

## 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. Involves frequent repetitive motion



(typing, filing, etc.). This position requires the ability to lift 50lbs and to load and unload materials from the outreach van in a variety of settings. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. The position requires frequent outdoor work.

### Reasons to Join Our Team

Flexible schedule to balance work and play.

Collaborative, creative team bringing learning and community to families.

Convenient downtown location on the Capitol Square, good bike access and public transportation.

Health, vision, and dental insurance. Participation in our offered employee benefit plans is effective on the first of the month following the date of hire.

Life Insurance.

Long-term disability insurance.

Paid time off (vacation, sick time, paid holidays).

Participation in 401(K) Retirement Plan after two months of employment with a 2% match.

Free MCM membership with reciprocal benefits at thousands of other museums

Free admission to select MCM events and parties, including Adult Swim

### 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 and does not discriminate against any employee or applicant because of sex, age, race, color, religion, marital or student status, disability/handicap, national origin or ancestry, income level or source of income, arrest or conviction record less than honorable discharge, gender identity, physical appearance, sexual orientation, or political beliefs. Offers of employment are contingent upon the completion and approval of a background check.

### To Apply

Email cover letter and resume to [mcmjobs@madisonchildrensmuseum.org](mailto:mcmjobs@madisonchildrensmuseum.org). PDF file format only.

For best consideration, apply by December 8, 2024. Find this job posting and more information at [madisonchildrensmuseum.org/about/work-at-mcm/employment/](http://madisonchildrensmuseum.org/about/work-at-mcm/employment/)