

Job Title: Education Program Specialist

Reports To: Manager of Education Programs

Classification: Part-time, hourly, non-exempt

Schedule: 15-25 hours per week, primarily Monday-Friday, 9 a.m. - 2 p.m. Primarily focused on the Downtown location, but must be able to travel to the North location regularly for programs, meetings, etc.

Compensation: \$10 per hour

Background:

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children’s Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Position Overview:

This position is responsible for facilitating Kaleideum STEAM (Science, Technology, Engineering, ARTS, and Math) programming that is experiential, participatory, and interactive, as well as enhancing the guest experience by providing efficient, superior guest service. The Education Specialist will lead Field Trips programs for school groups, workshops, and assist with Kaleideum Camps; duties include interacting with children, educators, and families, preparing supplies, and set up/tear down of programming spaces. The Education Specialist also collaborates with the Education and Guest Engagement teams to find innovative ways to engage with museum guests of all ages.

The successful applicant is a charismatic, improvisational, flexible professional with expertise in or excitement to learn more about STEAM disciplines. Applicant should be resilient, insightful, innovative, accountable, and relationship-driven with a desire to learn new things and remain generally current on practices in arts-integration and education.

Primary Duties and Responsibilities:

- Support the Manager of Education Programs in the production of a high-quality Field Trip experiences
- Interact with students, teachers, and chaperones during museum visit
- Prepare, deliver, evaluate, and clean-up museum education programs
- Supervise campers and implement camp curriculum
- Provide exceptional guest service - greet, direct, and actively assist visitors, as well as resolving customer concerns following policies and procedures
- Provide an environment that encourages playful, spontaneous exploration and experimentation
- Attend all trainings and staff meetings
- Perform other duties as assigned

Knowledge, Skills, Abilities:

- Commitment to and passion for the mission, vision and values of Kaleideum
- A personal commitment to fostering a multicultural, diverse organization
- Ability to communicate with the public including Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner
- Passion for educating the public and actively promoting Museum education programs to a variety of audiences

- Comfortable delivering content and facilitating experiences in front of large and small audiences of children and adults of all ages
- Reliable, honest, conscientious, and well-organized
- Skilled in problem-solving and conflict resolution
- Team player with the ability to maintain focus while working in a dynamic, ever-changing, noisy work environment
- Ability to support a mood in the Museum that is playful, spontaneous, and fun, which focuses on exploration and experimentation
- Flexibility and ability to change tack, try new strategies and adapt is essential

Qualifications:

- Undergraduate coursework in education, early childhood education, or STEAM related field, completed bachelors preferred
- 1 or more years' experience in a formal or informal educational setting working with children
- Interest in working in an educational setting with children and their families
- Exceptional communication, writing, public speaking, and interpersonal skills
- Previous experience in a museum or non-profit environment a plus

Essential Physical Functions:

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The physical demands include standing or walking more than half of the day, climbing, lifting up to 25lbs, crouching, kneeling sitting on the floor, and twisting consistently.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

To apply, please submit a head shot, current theatrical resume, and a museum application to sevans@kaleideum.org