

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: Coordinator, Community Initiatives & Public Programs

Department: Education

Direct Supervisor/Manager's Title: Associate Director of Youth & Family Programs

Grade:

FLSA Status: Non-Exempt

Full-time/Part-time: Full-Time

Date Prepared/Revised: 11/1/2017

I. JOB SUMMARY

The Coordinator of Community Initiatives & Public Programs is responsible for establishing positive relationships with external community groups and organizations to supplement the development, implementation, evaluation, and continual improvement of RMSC public programs; including major school recess periods, featured presenters, and summer public programming, along with animal care for the live animals housed in the Inquiry Room. The Coordinator of Community Initiatives and Public Programs will work directly with the Manager of Visitor Engagement in the, training of floor staff for implementation and execution of the public programs. They will also work collaboratively with all members of the Education Department and other departments within the RMSC to develop ideas for RMSC programs that are inspiring, entertaining, and educational. The Coordinator of Community Initiatives is responsible for growing and building partnerships between the RMSC and program-appropriate audience groups. The Coordinator of Community Initiatives and Public Programs contributes his/her ideas and talents to the RMSC team which helps build capacity for the future of the institution.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Responsible for the development, implementation, and execution of Public programs; Extended holiday weekends (Veterans Day, Columbus Day, MLK jr. Day, Holiday Science and Tech Days etc.), School recess weeks and Summer, and Featured Presenters, Member programs (Exhibit openings, holiday programs). <ul style="list-style-type: none"> • Responsible for creating themes for the program weekends/school breaks and developing science enriched hands-on activities that will engage patrons across our diverse audience. 	50

<ul style="list-style-type: none"> • Working directly with Manager of Visitor Engagement on developing and implementing program activities with Floor Staff. • Actively pursue and schedule groups/volunteers from our scientific community to participate as Featured Presenters. • Purchasing supplies • Responsible for evaluating the program. Creating and executing a participant survey to collect data about the impact of our programs • Create descriptions of programs for marketing purposes. Work directly with marketing for programs. 	
<p>Responsible for establishing and maintaining relationships with community organizations and schools to participate in events.</p> <ul style="list-style-type: none"> • Be the RMSC’s Education Department’s main point of contact and communication for external organizations and coordinate the logistics (Set up, supplies, etc.) for event details. • Coordinate and maintain yearly calendar of events; Wildlife Rockstars, Redwing EDU day, Kid’s Fest, RBTL events, Fairport Family STEM Night, internal event requests, Camp fairs, etc. • Recruit team members from the institution to work tabling and/or promotional events; Eastview Mall, Homework Hotline, etc. • Actively pursue opportunities for creating new connections within the greater Rochester community that supports the RMSC’s mission and supplement visitor engagement 	40
<p>Cross-departmental/other functions as needed:</p> <ul style="list-style-type: none"> • Member & Visitor Services • Exhibits/Collections • Advancement: <ul style="list-style-type: none"> ○ Work with Marketing for the creation of public programs on the website and other promotional materials related to public programs and community engagement. ○ Helps seek other funding and revenue sources for public program and community events. ○ Assists with the creation of ideas to be funded by grants & writing of grants to help support public programs. 	10
<i>Other duties as assigned</i>	

III. JOB DIMENSIONS:

<p>Work collaboratively within the Education department and with other teams across the RMSC (Advancement/Marketing, Exhibitions & Collections, MVS, Facilities, etc.) to develop and implement engaging, educational and hands-on public programs for our visitors and utilize the connections made within the community to supplement public programs.</p> <ul style="list-style-type: none"> •Formalize the direct connection between the RMSC’s Education Department & other groups/organizations within the informal education community of the greater Rochester area •Position the RMSC as a valuable resource to the community •Increase number of public participants/visitors (and thus, revue goals) to programs
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IV. SUPERVISORY RESPONSIBILITIES

The Coordinator of Community Initiatives & Public Programs will not have any direct reports but will share supervisory responsibilities of the Program Staff. This will include the oversight, training and ongoing support of the Program Staff facilitating the programs being delivered to the public out in the museum galleries. In the event it is necessary, disciplinary action for Programs Staff will be directed and completed by the Manager of Visitor Experience.

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools:

Ability to utilize Microsoft office products, company email

Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.

Ability to learn basics in Altru for data analysis

Mental Activity:

Language skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions from groups of employees, managers, vendors and customers.

Ability to effectively present information to top management, public groups and/or board of directors.

Mathematical skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to analyze variances.

Reasoning ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables. Ability to exercise significant judgment and make decisions based on

conclusions for which there is little precedent. (Cannot necessarily change policies, yet has latitude to make decisions within broad, non-specific policies. Has wide latitude to change practices.)

Physical Activity:

While performing the duties of this job, the employee is regularly required sit and walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch.

The employee must occasionally lift and/or move *up to* 25 pounds.

Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this job, the noise level in the work environment is usually quiet to moderate when presenting in public settings.

Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.

VI. QUALIFICATIONS

The Coordinator of Community Initiatives & Public Programs must be an outgoing individual with effective communication skills (written & verbal); should be active within community and/or willing to network, meet new people.

Education/Experience Requirements: Bachelor’s Degree or equivalent and 3-5 years of related experience or an equivalent combination of education and experience.

Experience teaching in a museum or classroom setting

Experience with inquiry-based teaching methods

Experience with interdisciplinary teaching methods

Experience teaching with objects

Some budgeting and accounting skills

Content expertise in: science and technology, the natural environment, and/or history.

Skills/Competencies Requirements:

First Aid/CPR Certification. Teaching Certification

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.