

Education and Experience Manager

Are you passionate about education, creativity, and creating memorable experiences for families? Do you thrive in a dynamic, fast-paced environment where no two days are the same? If so, we have the perfect opportunity for you at the Koch Family Children's Museum of Evansville (cMoe)! We're seeking an enthusiastic and motivated Education and Experience Manager to join our team and lead the Play Guide staff, manage exciting programs, and contribute to the vibrant community we serve.

What You'll Do

As the Education and Experience Manager, you'll play a key role in shaping the daily experience at cMoe by ensuring our visitors and staff have the best experience possible. You'll manage our Play Guide team, support the delivery of educational programs, and help create an environment where fun, learning, and community thrive. Here's a snapshot of your responsibilities:

- **Lead and Inspire the Play Guide Team:** You'll be responsible for managing our Play and Education Guide staff, ensuring their schedules run smoothly, and that everyone is fulfilling their job functions to create a top-notch experience for our guests. You'll also provide regular feedback and formal evaluations to support the professional growth of each team member. Part of the role will also focus on the retention of staff. You'll have the chance to lead by example by occasionally working as an Education Guide or Play Guide.
- **Program and Event Coordination:** Help bring our educational programs to life, including coordination of and additionally backfilling occasionally in Early Learning Adventures (ELA), camps, workshops, birthday parties, field trips, Workshops and special events. You'll work with various teams to ensure everything is set up and runs seamlessly.
- **Training and Development:** Lead the onboarding and ongoing training of Play Guides, Education Guides, and Education & Experience volunteers, ensuring everyone is equipped with the knowledge and skills they need to succeed. You'll also organize professional development opportunities to help staff grow and thrive.
- **Ensure Exhibit Quality:** Manage exhibit maintenance and cleaning and ensure everything is in tip-top shape for our visitors. You'll also keep track of supplies,

order materials, and support exhibit needs to make sure our spaces are safe, clean, and engaging.

- **Community Engagement:** Be a key player in our Education Outreach efforts, partnering with local institutions and organizations to extend our impact in the community. Attend outreach events, engage with visitors, and represent cMoe in a variety of settings.
- **Guest Experience:** Serve as Manager on Duty ensuring smooth operations on the floor. You'll interact with visitors, address concerns, and ensure that everyone is having a fun and educational experience. Part of this experience will be rooted in family engagement.
- **Collaborate Across Departments:** Work with the Director of Education and Experience and other departments to plan and execute special events, ensuring a seamless integration of children's museum activities.
- **Point of Contact**
Serve as the point of contact for community partners and organize and deliver workshops or support those who are delivering the workshop.

What We're Looking For

- A passion for education, community engagement, and children's learning.
- Strong leadership skills and experience managing a team, including providing feedback, coaching, and leading training efforts.
- Ability to juggle multiple responsibilities and stay organized in a fast-paced, dynamic environment.
- Strong communication skills, with a knack for leading meetings and fostering collaboration between staff and departments.
- Experience in program coordination, event planning, or working in a museum/education setting is a plus!
- A problem-solving mindset with the ability to think on your feet and handle unexpected situations with professionalism and grace.
- A love for creating positive experiences for families, educators, and children!

Why cMoe?

- **A Place of Inspiration:** You'll be part of a mission-driven team, passionate about providing engaging educational experiences for children and families.
- **Professional Growth:** We offer continuous learning opportunities, from hands-on experience to professional development sessions, to help you grow in your career.

- **Teamwork:** Be part of a fun, collaborative, and supportive environment where everyone's ideas are valued.
- **Community Impact:** You'll directly contribute to building meaningful connections in the community and providing families with memorable moments.
- **Dynamic Work:** No two days are the same! You'll work in a fast-paced environment where every day is filled with exciting new challenges and opportunities to make a difference.

Ready to join the team?

If you're ready to lead a dedicated team and make a lasting impact on children, families, and the community, we want to hear from you! Apply today to be our next Education and Experience Manager and help us bring joy, creativity, and learning to cMoe visitors.

To Apply: Submit your resume and cover letter detailing your experience and passion for this exciting role to ewdrinkwater@cmoekids.org.