



KOCH FAMILY CHILDREN'S MUSEUM OF EVANSVILLE (cMoe)
Education Coordinator
Full-time-(Tuesday-Saturday)/ Non-Exempt
Position Announcement
Posting date: May 24, 2022

Put your gifts to use at the most playful museum in Evansville—cMoe! We are looking for a creative and imaginative individual to help bring our educational programs to life. Be part of creating extraordinary learning experiences across academic and child development disciplines that have the power to transform lives. Don't miss the opportunity of a lifetime. Create and play alongside some of the most fun, talented, and inspiring people around.

About the Koch Family Children's Museum of Evansville (cMoe)

Since its founding in 2006, the Children's Museum has been the only museum in Evansville that is entirely devoted to children ages 0-12. With interactive exhibits and a wide array of early literacy, science, math and art activities, the Museum's purpose is to enrich children's lives and to positively impact the Evansville community through inspired play.

Job Summary:

The Education Coordinator develops and implements museum education programming – ensuring that visitor programs are child-based, accessible to a wide audience, and reflect the mission of cMoe.

Responsibilities & Duties:

- Plan and implement all educational activities including daily in-Museum programming, field trips, camps, outreach events and others as necessary.
- Assist in evaluating education program activities.
- Serve as liaison for visiting artists, scientists and community program presenters.
- Assist in developing and managing the schedule of performers and programs.
- Assist in training and managing volunteers.
- Assist Director of Education in developing, managing and adhering to the education, camps and programming budgets.
- Develop family program ideas and content for the museum's calendar of public programs.
- Build relationships with area early learning educators and organizations to enhance early learning programming.
- Assist in coordinating and scheduling vendors for special program days.
- Collaborate with other Museum Staff in fundraising, in the development of activities and programs, in the coordination of events and in the procurement of materials.
- Serve as floor Staff Manager (when necessary).
- Maintain a comprehensive understanding of the Museum's educational programs and exhibits.
- Perform other related duties as assigned by the Education Director or Executive Director.

Ideal Candidate Qualifications

- Must enjoy working with children and the public
 - Bachelor's Degree in Education, Early Childhood or related field
 - Experience working with children ages 0-8 in child care, classroom, or informal education settings
 - Excellent verbal and written communication
 - Strong time-management, motivational, and organizational skills
 - Computer literate with knowledge of Microsoft Office
 - Valid Driver's License
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Application Instructions for the Position of Education Coordinator

Please review the position description and send the following items to sterry@cmoekids.org no later than **June 9, 2022**:

- Cover letter including 1-3 bullet-list summary that explains how your previous experience that supports the duties and responsibilities listed in the position description.
- Resume
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)
- Please be sure to write “Education Coordinator” in the subject line of your email.

Review of applications will begin upon receipt and will continue until position is filled. After we have reviewed your application materials, we will be in contact with you. Finalists for this position will be subject to a pre-employment background check as a condition of employment. We anticipate a target starting date of July 1, 2022 or sooner.

Thank you for your interest in the Koch Family Children’s Museum of Evansville. We look forward to receiving your application.

The Koch Family Children’s Museum of Evansville is an Equal Opportunity Employer.