

Bayou Country Children's Museum

Program and Event Coordinator

Job Description

The Program and Event Coordinator must establish and reinforce the Bayou Country Children's Museum's (BCCM's) position as an essential community resource for learning. The Coordinator will develop, manage, promote and evaluate the Museum's comprehensive education programming activities while promoting the mission of the museum.

Reporting Relationships:

The Program and Event Coordinator reports directly to the Executive Director. He/she will also work closely with the Playologists, Playologist Supervisors and the Assistant Director for programming and staffing needs.

Major Duties and Responsibilities:

- Working as a team.
- Encouraging and obtaining repeat visitation through the creation of core, seasonal, and event-based Programming and content in order to keep the BCCM experience fresh.
- Deliver engaging, developmentally-appropriate educational programs which includes, but is not limited to, school group programs at the Museum and at schools, programs for family audiences, community outreach programs, special events, and some weekend, holiday and evening programs.
- Oversee administrative aspects of field trips, program, events and outreach including registration, scheduling, collecting survey data, and developing strong relationships with children and families.
- Develop curriculum, purchase supplies, create schedules and ensure mission of the museum and vision of individual programs, events and workshops are presented in all activities.
- Increasing field trip bookings.
- Outreach to local schools and events.
- Grant writing for educational programming.

Specific Duties:

Field Trips

- Market field trips to the educators of the region including public, private and homeschoolers.
- Organize and book fieldtrips in the Altru reservations system to ensure proper staffing.
- Develop new and appealing field trip curriculum to engage the students outside of what they would normally see during a routine family visit.
- Survey teachers to critique educational experience.
- Expand age range for fieldtrips to include activities for older students.

Programming and Camps

- Work to define high quality goals and content for activities planned.
- Develop presentation of programs at the Museum for the general public and groups.
- Development of the annual program calendar, combining innovation and quality, as well as supporting educational, operational and budgetary considerations.
- Plan programs for children such as hands-on activities and parent-child workshops on a variety of topics.
- Establish a system for evaluating programs and content to measure satisfaction and effectiveness.
- Evaluate, analyze and report the impacts of BCCM programs and experiences.
- Actively promote Museum education programs to the eight parish region.

Grant Writing

- Research, write, and submit grants to fund programs and needs of the Education Department.
- Prepare and submit matrix or any other deliverables required for the grant to measure outcome.

Outreach

- Develop traveling exhibits and schedule presentation opportunities.
- Work to develop collaborative partnerships to further the BCCM's community impact.

Other Key Responsibilities

- Using WordPress, oversee educational content of BCCM website and update social media
- Work to orient and train staff on new programs and exhibits highlighting process and learning opportunities.
- Work to adhere to department revenue and expense budgets.
- Work to manage consumables and supplies for Education/Programming.
- Flexibility and attitude to adjust to changing needs and projects

Preferred Qualifications:

Educational and/or Professional Qualifications:

- Bachelor's degree or equivalent work experience preferred.
- Three to five years' experience in education, working with children, or meeting/event planning preferred.
- The ability to view the BCCM experience through the eyes of a child and visualize new and exciting programming is an absolute requirement!
- Experience with curriculum or lesson plan development and facilitation of programs for young audiences.
- Experience with research, development, implementation, and oversight of programs for young audiences in a children's museum or other learning setting preferred.
- Ability to obtain First Aid, AED, and CPR certifications.

Knowledge, Skill, Ability:

- Remain current on learning theory, informal education and child development issues.
- Ability to communicate with the public including Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner.
- Ability to utilize normal office equipment and programs including Microsoft Office programs.
- Ability to handle emergency situations with calm professionalism and competence.
- Ability to load, unload and set up materials and equipment (up to 40 lbs.). Able to stand for extended periods of time (up to 6 hours).

Must have professional, friendly, patient and enthusiastic manner and exhibit the following behaviors: a drive for excellence, the ability to work collaboratively, innovation, respect, commitment, accountability, and ownership; ability to work in a team setting where a high degree of daily communication is required; ability to manage a budget, organize time, prioritize tasks and balance work project demands effectively; excellent attention to detail while setting priorities, meeting critical deadlines and flexibly solving problems in a fast-paced, team-oriented environment. He/She must be an ambassador to the community for the museum at all times.

Must pass a background check, be fingerprinted and pass initial and random drug screenings.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Send Resume and cover letter to cgergeni@bccm.info
or mail to Program and Event Coordinator Search, 211 Rue Betancourt, Thibodaux, LA 70301
no later than February 15, 2018