



Exhibit Education Coordinator

Summary: The Exhibit Education Coordinator is responsible for developing, leading and overseeing innovative visual and hands-on programming that integrates the arts, sciences and humanities. The Exhibit Education Coordinator oversees changing activities and displays in the Art Studio, Curious Kids, Inventioners Lab, and World Cafe. This position works closely with the Museum Educators and Engagement Ambassadors.. This is a full time (40 hours/week) position.

Reports to: Exhibits Manager

Major Duties

Museum Exhibit Programs & Activities

- Plans, develops, implements, and evaluates regularly changing activities, programs, and displays for key areas of the museum including Art Studio, Curious Kids area, Inventioners Lab, and World Café.
- Manages inventory and budget for exhibit program supplies, orders supplies as needed.
- Trains Engagement Ambassadors in teaching activities to museum visitors.
- Oversees and evaluates the implementation of activities to assure high quality visitor experiences.
- Collaborates with Education department to assure activities meet museum education standards.
- Assists in short and long-term planning of new museum exhibits and renovations.
- Leads development of new exhibits, activities, and experiences as assigned.
- Develops, implements, teaches, and evaluates a variety of interdisciplinary programs for children and their caregivers that utilize the Museum's exhibits.
- Collaborates with other museum departments and staff to enhance and/or develop exhibits, programs, and activities.

Other

- Works with the Marketing Coordinator to communicate activity offerings.
- Assists with writing grants related to Museum exhibits, activities, and programs.
- Assists in staffing and providing support for Museum events, festivals, and fundraisers.

Qualifications

- Bachelor's degree in education, art, or related field is preferred
- One - three years of experience with hands-on activity/program development and/or teaching; experience in art and/or "maker" activities is a plus.
- Ability to work effectively and efficiently within a collaborative team environment.
- Must be outgoing, self-motivated and enjoy working with the public
- Must be comfortable working in a fast-paced environment
- Bilingual candidates preferred
- Excellent organizational skills
- Excellent oral and written communication skills
- Proficiency in use of hand tools and power tools preferred.



- Ability to work well with others and maintain professional manner using tact, initiative, good judgment and confidentiality
- Ability to work with people of all ages
- Ability to juggle several projects at the same time
- Ability to work independently with little supervision
- Proficient in using the Microsoft Office Suite software, Internet and email
- Must be able to work flexible hours, including evenings, holidays and/or weekends
- Must have reliable transportation
- Must pass a background check and be fingerprinted. Employment is contingent upon clear background check.

Working Conditions:

- a. Interactive Museum environment.
- b. Frequent interaction with public.

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.

To Apply:

To apply, please submit a resume, cover letter, three references, and an original maker-inspired lesson plan to John Shaw, Exhibits Manager at HRjobs@cmon.org or mail to Golisano Children's Museum of Naples, 15080 Livingston Rd, Naples, FL 34109.

Please note the lesson plan should be for a program approximately 10-15 minutes in length, focusing on developing skills in tool use and empowering creativity in making, and should be for children ages 5-12. Applications submitted without the lesson plan will not be considered.

All applicants for open positions will receive acknowledgement upon receipt of application. Please, no phone calls.

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