

**THE GRACE MUSEUM Science Center**  
**Public Program Coordinator**  
**At Abilene Heritage Square**

**JOB DESCRIPTION:** SCIENCE CENTER PUBLIC PROGRAMS COORDINATOR

**JOB CATEGORY:** Full-Time, Salary Exempt Rotating Saturdays

**ACCOUNTABILITY:** The Science Center Public Programs Coordinator is accountable to the Director of Science Center.

**AUTHORITY:** The Science Center Public Programs Coordinator has the authority to carry out the duties of the office within the framework of the bylaws, policies, plans, and budget approved by the Board of Trustees.

**CONDITIONS OF EMPLOYMENT:** The Science Center Public Programs Coordinator is employed by the Executive Director in consultation with the Executive Committee and is subject to the personnel policies set by the Board for such period as the working agreement is mutually satisfactory to employer and employee.

**JOB SUMMARY**

The Science Center Public Programs Coordinator is responsible for managing specific public programs. This position develops goals, plans, reports, and budgets to maintain effective community programs and informs the Director of Science Center of all public program activities for children, families, and adults.

**ESSENTIAL JOB RESPONSIBILITIES AND DUTIES**

1. Prepare and implement community programs consistent with the overall Spark Science Center goals.
2. Organize family events, including hands-on activities, pop-ups, and family festivals/fairs in STEAM-related fields under the direction of the Director of Science Center.
3. Organize events for adult audiences, including lectures, demonstrations, and classes.
4. Prepare and implement community activities for civic groups.
5. Collaborate with the Director of Science Center and Digital Media Project Coordinator to create programming for the WOW Wall.
6. Work with the Digital Media Project Coordinator on marketing related to programming.
7. Coordinate educational events with the STEAM liaison from the Abilene Public Library.
8. Support the Director of Science Center by monitoring SPARK exhibit halls on a scheduled basis.
9. Assist at the admissions desk when needed.
10. Assist the Director of Science Center in cultivating relationships with STEAM societies and Science Committee Members.
11. Track spending and meet weekly with the Director of Science Center to review event budgets and logistics.

12. Coordinate all aspects of membership, including, posting, processing letters etc.
13. Attend education and program meetings at The Grace Museum downtown as needed.
14. Attend openings, Spark Science Center fundraisers, and special events.
15. Represent the Grace Museum and Spark Science Center in the community.
16. Utilizing QuickBooks to post invoices and other financial needs.
17. Perform other responsibilities and duties as assigned by the Director of Science Center.
18. Maintain a flexible schedule based on programming needs, including some evenings and weekends.

#### **REQUIRED EDUCATION, SKILLS, ABILITIES, AND KNOWLEDGE**

- Bachelor's degree in a related field (science, education, or museum studies preferred)
- Excellent writing, public speaking, and verbal communication skills
- Strong knowledge of STEAM-related fields
- Proven ability to plan, organize, and coordinate innovative programs
- Attention to detail and ability to manage multiple projects and meet deadlines
- Ability to work both independently and collaboratively as part of a team
- Experience working with adult and family audiences preferred
- Ability to lift up to 20lbs., climb stairs and stoop as needed
- Commitment to the mission and values of The Grace Museum and Spark Science Center
- Willingness to work evenings and Saturdays as needed

#### **GENERAL STATEMENT**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director. All requirements are subject to change over time and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_