

THE GRACE MUSEUM
Science Center Education Outreach Coordinator
at Abilene Heritage Square (AHS)

JOB DESCRIPTION: EDUCATION OUTREACH COORDINATOR/SATURDAY LEAD STAFF

JOB CATEGORY: Full-Time, Salary Exempt, Tuesday-Saturday

ACCOUNTABILITY: The Science Center Education Outreach Coordinator is accountable to the Director of Science Center.

AUTHORITY: The Science Center Education Outreach 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 Education Outreach 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 both employer and employee.

JOB SUMMARY: The Science Center Education Outreach Coordinator manages relationships with schools, schedules field trips, and coordinates outreach to rural districts and homeschool groups. The Education Outreach Coordinator will work with the Director of Science Center on all education activities and assist in implementing STEAM-based educational experiences for children, families, and adults.

ESSENTIAL JOB RESPONSIBILITIES AND DUTIES:

As Education Coordinator:

1. Schedule and assist the Director of Science Center with educational tours, classes, and educator's appreciation events in the SPARK Classrooms and Innovation Park.
2. Handle teacher registrations, confirmations, communication, and confirm payments.
3. Collect and document teacher and student feedback
4. Track attendance and school participation.
5. Measure program outcomes for grants and reports.
6. Maintain records of districts, schools, and repeat visits.
7. Develop and manage traveling STEAM trunks and outreach equipment.
8. Coordinate maintenance and replenishment of outreach materials and classroom materials.
9. Collaborate with the Digital Media and Project Coordinator on marketing for educational programming.
10. Support the Director of Science Center by monitoring SPARK exhibit halls on a scheduled basis.
11. Attend weekly meetings with the Director of Science Center and Programs Coordinator regarding the planning of upcoming events.
12. Participate in exhibition openings, fundraisers, and special programming events.
13. Stay current with science education issues, trends, and professional training through reading, conferences, and professional networking.
14. Perform all other responsibilities and duties as assigned by the Director of Science Center.

As Spark Science Center Saturday Staff Lead:

1. Open and prepare the Science Center for visitors, ensuring exhibits and public areas are ready for operation.
2. Monitor staff/volunteers ensuring coverage of priority exhibit areas, including the Front Door, Sand Table, Simple Machines, Flight Simulator, and Water Table.
3. Monitor visitor attendance and maintain safe capacity levels.
4. Greet visitors and assist with questions, memberships, and general customer service as needed.
5. Address visitor concerns, incidents, or emergencies and complete any necessary documentation such as incident report.
6. Monitor exhibits for safety concerns, misuse, or damage and coordinate repairs or temporary closures when needed.
7. Conduct regular walkthroughs of exhibit halls and outdoor spaces to ensure a positive guest experience.
8. Assist as needed with birthday parties, special events, and facility rentals occurring during operating hours.
9. Communicate staffing needs and operational concerns to the Director of Science Center.
10. Assist as needed with admissions, memberships, and front desk operations during peak attendance periods.
11. Assist with end-of-day procedures, such as including cleaning of exhibit halls, closure of Innovation Park, sweeping sand table area, wiping down manipulatives, glass doors, supporting front desk with cash handling (if applicable), and securing the facility as everyone leaves.

REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE:

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

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. 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 may be modified to reasonably accommodate institutional needs or individuals with disabilities.