



### **Job Opportunity**

**Job title:** Public Programs Coordinator

**Supervisor:** Director of Education & Outreach

**Direct Reports:** Volunteers

**Peer Positions:** Guest Services and Museum Store Coordinator

**Status:** Full-time / Non-Exempt / Benefits Eligible

**Hours:** 40 hours per week, **Wednesday– Sunday** and occasional evenings

**Compensation:** \$19.05-\$22.66/hr

Education Programs Coordinators provides high quality, mission-based educational experiences in natural and cultural history for students prekindergarten-adult in programs at the Museum and Monarch Sanctuary, as well as outreach activities and programs in the field. A Museum Education Programs Coordinator coordinates curriculum and logistics for one or more of the education programs provided by the museum— camp, youth programs, field trips, Watershed Guardians, LiMPETS, adult education, museum public programs, or outreach. The Museum Education Programs Coordinator also assists with other museum education and outreach activities, exhibits and events, and mentoring of Museum Educators, interns, and education volunteers.

We are currently hiring an Education Coordinator to focus on Museum Public Programs. This includes on-site programming for Museum visitors of all ages such as hands-on activities in the Nature Exchange, PG First Fridays, Science Saturdays, as well as special programming targeting specific groups like families, adult learners, or preschoolers. Depending on their level of experience, the Public Programs Coordinator would coordinate or help coordinate the curriculum, budget, scheduling, and evaluation of the programs. And they could assist with grant writing and building community partnerships.

The Museum Education Programs Coordinator is part of the small, but dynamic Education and Outreach Team. Our ideal candidate will enjoy a creative, ever-changing, collaborative Museum environment, and take both pride and pleasure in delivering our Mission and supporting our Vision, on and off site.

## **PGMNH Mission & Vision Statements**

To inspire discovery, wonder, and stewardship of our natural world.

We envision a community of curious minds, engaged in discovering the natural heritage and cultural legacy that exist today on the Central California Coast. The Museum is a catalyst for conservation and a valued learning resource in this region, facilitating active inquiry for all ages.

### **Primary Responsibilities:**

- Presents programs to the general public and includes programs targeted activities like youth clubs, birthday parties, First Fridays, Science Saturdays, and adult classes.
- Develops activities.
- Arranges schedule and space.
- Participates in development of policies and procedures for programs following best practices in the field.
- Assists in the development and implementation of evaluation programs and participates in assessment of participant, community, and organization needs.
- Builds relationships with other organizations and community partners.
- Manages the logistics for a program.
- May have a role in grant proposal writing and reporting and budget development and management for a particular program.
- Works with volunteers
- Participates in professional development.
- Provides support for Education Programs and initiatives.
- Collaborates with Education, Events, Guest Services, and Exhibits staff to deliver Museum-wide programs

### **Qualifications:**

- 2-3 years of direct work experience in classroom, afterschool, camp, or informal education.
- Fluency in writing and speaking Spanish is highly desired
- A commitment to diversity, equity, accessibility and inclusion in education.
- Classroom or life experience in natural science or education post high school.
- Collaboration and communication skills for working with staff, volunteers, museum guests, teachers, families, and children.
- Passion for the mission and vision of The Pacific Grove Museum of Natural History <https://www.pgmuseum.org/who-we-are>
- Excellent interpersonal and oral and written communication skills.
- Flexibility and ability to work with people from diverse backgrounds in a fast-paced, team-oriented environment.
- Excellent organizational skills and ability to create a work plan and work independently.
- Dedication to hands-on, inquiry-based learning.
- Creativity and resourcefulness in designing and enhancing activities and programs

**Licenses and Certification:**

Current CPR and First Aid certification (may be obtained on the job).

**Working Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods. Moderate lifting such as setting up 100 chairs for a lecture. The position requires the need to lift exhibit items weighing up to 40 pounds. This position will involve working both indoors and outdoors in a variety of weather conditions. The working days/hours will vary depending on need and will require weekend and evening work.

**Equal Employment Opportunity:**

The Pacific Grove Museum of Natural History provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

No single candidate is expected to have expertise in all aspects of this operation. We encourage applicants with passion for community service to apply.

**To Apply:**

Please send a resume and cover letter to Liese Murphree, Director of Education and Outreach at [Murphree@pgmuseum.org](mailto:Murphree@pgmuseum.org).