



POSITION ANNOUNCEMENT

Position Title: Field Trip Coordinator
Reports To: Education Manager
Status: Part-time, non-exempt, at-will, regular
Schedule: Tuesday - Friday 9:00am – 5:00pm
Desired Start Date: August 15, 2015
Compensation: \$17.50/hour

*Application Deadline: August 5th, 2015

Organizational Description

Children's Creativity Museum is a hands-on, multimedia arts and technology experience for kids. We envision a world where the **3Cs of 21st-century literacy - Creativity, Collaboration and Communication** - inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. **Our mission is to nurture these 3Cs in all youth and families.**

Position Description

The Field Trip Coordinator oversees the Field Trip program, assists with the Education Internship program, and facilitates museum exhibit spaces. Other responsibilities include overseeing the daily floor operations of CCM and serving as a mentor and model of professionalism for Education Interns, Fellows, Volunteers, and CITY Guides.

Responsibilities

- Assist Education Manager with program and curriculum development for field trips and workshops.
- Facilitate the Field Trip experience for children ages Pre K—12th grade in our multimedia exhibit spaces
- Work with Educators, Interns and City Guides (high school interns) during General Admission hours to teach basic, intermediate and advanced art and technology skills to youth and families.
- Maintain all field trip/teacher communication, including curriculum guides and evaluations.
- Create daily field trip schedules, ensuring that all field trips are appropriately staffed by Educators and Interns.
- Develop and supervise current and accurate records and evaluations of field trip experiences and workshop programming.
- Assist the Assistant Education Manager to supervise, and evaluate Education Interns.
- Assist with training interns, volunteers and educators to run field trips, workshops and special programming.
- Mentor volunteers and education interns.
- Assist in the facilitation of end of day meetings, or lead them in the event that a Manager is not present
- In the event that a Manager (Education Manager, Assistant Education Manager or Floor Manager) is not present, the Field Trip Coordinator is responsible for overseeing opening, closing and incident reporting procedures within that day
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas; identify and report status of exhibits and supplies
- Responsible for opening and closing the museum floor and reporting on all issues related to running the museum.

- Participate in regular staff meetings.

Minimum Qualifications

- Bachelor's degree required.
- Minimum 3 years experience as a teacher, trainer, tutor or other facilitator, ideally in an informal learning environment desired
- Minimum of 1 year experience recruiting, training, and supervising, and evaluating staff is a plus
- Excellent organization skills and ability to manage multiple projects
- Strong interpersonal and communication skills.
- Excellent verbal and written communication skills.
- Proficiency with Microsoft Office - Word, Excel, PowerPoint, Outlook.
- Experience/comfort working with technology preferred
- Involvement and/or interests in art, education, or the cultural community of San Francisco.
- Willingness and ability to work weekends

Knowledge, Skills and Abilities:

The ideal candidate will possess all of the above minimum qualifications, as well as the ability to bring creativity and flexibility to problem solving and a dedication to working in a non-profit, educational, arts environment for youth. In addition, we seek enthusiastic team players who are highly self-directed, deadline-oriented, forward thinking, and detail-oriented.

Compensation

CCM offers a competitive salary commensurate with experience and skills, plus a creative and collaborative work environment, and a generous benefits package including medical, dental, long-term disability, AD&D and life insurance, as well as a voluntary 403(b) retirement savings plan and commuter checks.

Application Process

Send cover letter and resume by email to education@creativity.org with your FIRST and LAST NAME and job title of the position for which you are applying. Email submission that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

The Children's Creativity Museum is an equal opportunity employer committed to diversity at all levels.