

JOB DESCRIPTION

Position Title: Educational Registrar
Reports To: Program Manager
Status: Full-time, non-exempt, at-will, regular
Schedule: Sunday-Thursday, 37.5 hours per week
Pay Rate: \$19/Hr

Organizational Description

The Children's Creativity Museum in San Francisco is an innovative art and technology experience for kids of all ages. Our vision is to nurture **Creativity** and **Collaboration** in all children and families. We believe that creative expression, innovation, and critical thinking are core to fostering the next generation.

Position Description

The position is a combination of administrative duties and hands on facilitation that supports the Education Department and CCM's Public Programs at CCM. 50% of this role will be spent registering visitors for special programming, 30% will be spent communicating information cross departmentally and assisting in clerical tasks for education, the 20% will be spent as an educator on the museum floor in Exhibit Spaces or Field Trips.

Responsibilities

- Register and book Schools for School Year and Summer Field Trips
- Register and book Camp participants
- Register and book Girl Scout Participants for Girl Scout Workshops and handle all correspondence with participants
- Work with the Program Coordinator and Education Coordinator to update all internal calendars
- Handle paperwork and safety tours for new Interns and Staff members
- Assist in the setup and breakdown of Field Trips and Internal Events
- Track, order, and code supplies
- Collect and analyze survey data
- Coordinate research partnerships
- Work with Marketing to assure information is shared and advertised externally
- Create and distribute flyers for upcoming events
- Post jobs descriptions for new positions online
- Create and share Monthly calendars cross departmentally of upcoming events and other institutional changes
- Send out Weekend + Weekly Emails Cross departmentally
- Attend Outreach events as needed

- Facilitate the Field Trip experience, when needed, for children ages Pre K—8th grade in our multimedia exhibit spaces.
- Work with Educators, Interns and Volunteers during General Admission hours to teach basic, intermediate and advanced art and technology skills to youth and families when needed
- Participate/Lead Education Intern Professional Developments
- Participate in departmental meetings
- Serve as a mentor and role model for Education Interns
- Assist in the installation of Exhibits Spiral Gallery Shows and Education Pop Ups
- Other duties as assigned

Position Requirements

- College undergraduate degree preferred
- Excellent G Suite skills including Google sheets with formulas and graphs, Google Slides, and Google Docs
- Proficiency with Altru
- Ability to interpret complex documents
- Regularly able to attend staff meetings
- Excellent organization skills
- Ability to manage multiple projects and be flexible depending on deadlines/priorities
- Discretion and Confidentiality are of the utmost importance
- Strong interpersonal and communication skills
- Excellent verbal and written communication skills
- Outgoing, self-motivated, and creative problem-solver
- Willingness and ability to work weekends and evenings
- Team player who will get things done

Compensation:

19 per hour.

Application Procedures:

Application materials may be submitted electronically by email to programs@creativity.org with the Subject Line “Educational Registrar”

Please include a cover letter and resume.

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