



POSITION DESCRIPTION

Position Title:	Public Programs Coordinator
Reports To:	Program Manager
Status:	Full-time, non-exempt, at-will, regular
Schedule:	Friday - Monday 9:00am – 5:00pm and Tuesdays 8:30am-4:30pm
Desired Start Date:	November 15th, 2019
Compensation:	\$20/hr, 37.5 hours/week, medical benefits

Organizational Description

The Children's Creativity Museum is a hands-on multimedia art and technology experience designed to build creative confidence. Our mission 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

Public Programs Coordinator assists the Program Manager with the Education Internship program, manages CCM's Teen (MYEEP) program, coordinates outreach events, weekend workshops and special events. The Public Programs Coordinator is also responsible for assessing staffing needs and coordinating On-Call Educators. Other responsibilities include overseeing the daily floor operations of CCM and serving as an educator, mentor, and model of professionalism for other Educators, Education Interns, Fellows, and Volunteers.

Responsibilities

- Assist the Program Manager in the coordinating of recruiting, onboarding, evaluating Education Interns.
- Plan and lead training for Interns, Volunteers, and Educators.
- Work with Program Manager and Education Coordinator to assess the quality of professional development trainings.
- Mentor Education Interns.
- Coordinate and support special workshops on weekends.
- Represent the museum at external events; facilitate and coordinate special outreach workshops; cultivate community partnerships when possible.
- Facilitate morning and end of day meetings when needed and floor coordinate as a back up floor coordinator.
- Manage floor staffing calendars and coordinate with On-Call Educators when needed.
- Oversee opening, closing and incident reporting procedures within that day as back up floor manager.
- 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.
- Work with CCM's teen programs, plan Professional Development workshops, monitor progress, correspond with program supervisors as CCM's site coordinator.
- Help run Education Team meetings when Program Manager is unavailable.
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas;

- identify and report status of exhibits and supplies.
- Participate in regular staff meetings.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent experience required
- Willingness to work weekends
- Comfortable leading a team of 20+ diverse staff in a fast paced environment
- Minimum 2 years experience as a teacher, trainer, tutor or other facilitator, ideally in an informal learning environment or a minimum of 2 year experience recruiting, training, and supervising, coordinating, or evaluating staff
- Excellent organization skills and ability to manage multiple projects
- Strong interpersonal and communication skills
- Excellent verbal and written communication skills
- Outgoing, self-motivated, and creative problem-solver
- Strong computer skills on both Macs and PCs, working knowledge and/or the ability to learn new software and communicate its uses to students and educators
- 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 and evenings
- Bilingual Spanish/English or Tagalog strongly encouraged to apply
- All new CCM employees and volunteers who have supervisory or disciplinary authority over youth must be fingerprinted and have a California Department of Justice Criminal Background Check prior to beginning their supervisory duties.

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 **Public Programs Coordinator** in the subject line. 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.