School & Group Coordinator
Full time, Benefited

The School & Group Coordinator works in a team environment to provide exceptional experiences to all museum audiences, including the general public and private groups. This position develops and implements public program offerings in a variety of formats and media while managing yearly digital and in person education offerings for school aged audiences. The job includes managing coordination of all aspects of private group programming including: program creation, group scheduling, cross departmental communication, program delivery, and intern supervision. A key responsibility includes maintaining and improving high quality, interactive, and mission-driven programming supporting science standards. As a member of the Education team, this person also delivers interactive experiences to visitors of all ages within exhibit areas, through Adirondack science programs and animal programs, on museum trails, in the panoramas theater, and through technology-based learning.

40% school/group programs (logistics, marketing, communication, delivery)
30% digital programming emphasis
15% general museum programming
15% program development, training, mentoring
% fluctuates with the seasons and visitorship

Essential Duties & Responsibilities:

● Coordinate K-College education programs and private group visits. Manage all aspects of group visits including: scheduling, programs, logistics and onsite customer service.
● Creatively design, deliver and implement natural history and STEAM based programs that can support NYS Science Learning Standards and NYS Next Generation Science standards.
● Deliver exceptional customer service and visitor experience in alignment with The Wild Center’s mission and brand in support of diversity, equity, accessibility, and inclusion.
● Build and retain relationships with school districts through strong communication, networking, and direct work with NY BOCES.
● Communicate and coordinate scheduling, training, and supervision for program staff/volunteers.
● Write and create program descriptions, resource materials, promotional and marketing materials, website content, video interfaces, email newsletters, and other museum publications in cooperation with the Marketing Director.
● Incorporate technology into school and public programming through use of Science on a Sphere, community science applications, and innovative technology.
● Develop, market, and deliver engaging, science focused, digital programming for school and other groups over a variety of digital platforms including Zoom, Google Meets, and Webex.
● Develop appropriate evaluation methods and procedures with the goal of gauging effectiveness of educational efforts/messages and visitor satisfaction.
● Work schedule Tuesday-Saturday, 40 hour work week. Some holidays and occasional evening work may be required.

Qualifications:

● Flexibility and the ability to adapt to change - work in a dynamic setting with shifting daily duties and enjoy working in a fast-paced creative and supportive team environment.
● Positive attitude and a willingness to work with people - excellent personal and customer service skills; creative, enthusiastic, and positive attitude are all essential.
● Teamwork and collaboration - work in a team based environment, supporting across departments to assist management of programs, events, and exhibits.

● Organization and time management skills - work on multiple tasks and provide high attention to detail; create management and supervision systems that support teamwork.

● Self-motivated - seek opportunities to learn, grow, and thrive independently.

● Experienced science educator - lead the creation of informal and formal science programs that connect people to the natural history of the Adirondacks.

● Strong communication skills - including writing, editing, and demonstrated comfort and skill in delivering public presentations in small and large group settings.

● Computer and Social Media proficiency - competence using computer systems, particularly the Google Suite and social media outlets (Facebook, Twitter, Instagram)

● Online learning technology proficiency - comfort with Zoom, Google Meets and Webex platforms and to digitally create innovative experiences and learner center programs to engage audiences.

● Policies - be prepared to adhere to all Wild Center policies including NYS Covid safety procedures and regulations. Covid 19 vaccination is required as a condition of employment.

Experience & Education:
Demonstrated examples of developing science based experiences and working in a coordinator role at a museum, environmental education center, or in another educational work environment applicable. Relevant Bachelor's degree or higher, or equivalent combination of education and experience.

Physical Demands:
Requires indoor and outdoor work including, but not limited to, leading naturalist hikes, lifting canoes, and walking across the 115 acre campus on mixed terrain and in all weather conditions.

Compensation & Benefits
● Pay Range: Commensurate with experience
● Comprehensive benefit package including medical, dental, supplemental and life insurance plans, health savings account, SIMPLE IRA retirement, employee assistance program.
● Paid vacation, sick/personal time, and holidays.
● Possibility of flexible scheduling and some remote work depending on organization and department needs.
● The opportunity to work in a LEED certified state of the art facility on a 115 acre site on the Raquette River featuring over 50 species of live exhibit animals
● Professional networking opportunities with leaders in the science education field.
● The Wild Center strives to create an environment where our team thrives both personally and professionally. While life on the job can move at a fast pace, we appreciate the times we can slow down. Whether it's sharing stories over a staff potluck, being wowed by cool science facts, or taking a break during a meeting to view a cute animal - we make time to grow together as a community.

To Apply
Open our School and Group Coordinator Application or go to www.wildcenter.org/careers to access the job description and application link. Attach a resume and cover letter within the application form. Address the following in your cover letter: Tell us about your science teaching background. What is your comfort level and experience creating and delivering programs in digital formats? Why are you interested in coordinating and teaching science at a Museum in the Adirondacks?

Application deadline is 9/10/2021, 5pm EST. The Wild Center is an Equal Opportunity Employer. We have a strong dedication to diversity in our community and in the people and groups with which we work. For technical issues email careers@wildcenter.org.