



Museum of Science & History  
JACKSONVILLE • FLORIDA

## EDUCATION PROGRAMS COORDINATOR POSITION DESCRIPTION

**DEPARTMENT:** EDUCATION & EXHIBITS  
**IMMEDIATE SUPERVISOR:** EDUCATION MANAGER  
**STATUS:** NON-EXEMPT/FULL-TIME  
**HOURS:** 40 HOURS/WEEK

### **THIS POSITION SUPERVISES THE FOLLOWING STAFF:**

Educator(s) assigned to Education Programs

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### **POSITION PURPOSE:**

The Education Programs Coordinator is responsible for the development, coordination, and implementation of standards-based educational programs for students and the public. The School Programs Coordinator will serve as a primary point-of-contact for individual ticket reservations for all K12 Education programs. The School Programs Coordinator will also serve as an Educator and present live public and school programs, outreaches, and offsite events.

### **DUTIES AND RESPONSIBILITIES:**

- Financial:
  - Act as a primary point of contact for ticket sales reservations for K12 school programs and other MOSH Education programs as needed (Must attend training to become familiar with ACME Point-of-Sale software; must demonstrate competency in Event Attendance, Ticketing, and Analysis features;
  - Assist with group sales reservations as well as ticket sales reservations
- Supervisory:
  - Implement goals and objectives within the Museum's Strategic Plan in accordance with guidance provided by Education Manager
  - Supervise Educator(s) assigned to School Programs
  - Assist with classroom management and curriculum development training
  - Care for and organize teaching tools related to educational programs and outreaches

- Programming:
  - Work with the Education Manager to evaluate and improve existing educational offerings, as well as research and create new standards-based program offerings for the following areas:
    - STEAM Life Academy @ MOSH (S.L.A.M.)
      - Curriculum Planning (3<sup>rd</sup> – 11<sup>th</sup> grades)
      - Recruitment and enrollment (3<sup>rd</sup> – 11<sup>th</sup> grades)
      - Development and supervision of part-time SLAM faculty
      - Coordinate with Early Learning Coordinator for SLAM sessions for PK-2<sup>nd</sup> grade
    - School Services Contracts
    - K12 Field Trips
    - K12 Outreach
    - Homeschool Programs
    - After School Programming (does not yet exist at MOSH)
    - Seasonal Camps;
    - Scout Workshops;
    - Overnight Camp-Ins;
    - Other MOSH Education programs as required
  - Present programs in a multimodal, interactive, fun, and educational manner
  - Deliver evaluation instruments to Education program participants
  - Facilitate daytime programming as needed in support of School Programs personnel (e.g., K12 field trips, day camps, etc.)
  - Facilitate after-hours programming as needed in support of Education personnel (e.g., camp-ins, Science Fairs, etc.) when assigned by Education Manager
- Organizational Support:
  - Assist the Education Manager in generating marketing information for Education programs
  - Perform other related duties and interdepartmental functions as required by Education Manager and Vice President of Education and Exhibits. These may include—but are not limited to:
    - Visitor Touchpoints Committee
    - Safety Committee
    - Exhibits & Programming Committee
    - Inclusion, Diversity, Equity, Accessibility (IDEA) Focus/Working Groups
    - Other duties as required
- Professional Development:
  - Seek out and attend professional development workshops and seminars
  - Stay current with educational topics, trends, research, and current events
  - Establish and maintain working relationships with other educational and cultural agencies

**ACCESS REQUIREMENTS:**

Access to museum before and after hours, all public areas, all exhibition floor spaces, Naturalist Center, & JEA Science Theater.

**SPECIAL AUTHORIZATION:**

Permission to have access to alarm codes for the building.

Job duties may require access to certain chemicals and gasses for educational programming.

Handling these chemicals requires advanced training and adherence to OSHA guidelines.

Must seek Education Manager approval on all purchases.

**QUALIFICATIONS:**

To be successful, an individual must be able to perform each job duty satisfactorily.

***EDUCATION AND EXPERIENCE***

- Bachelor's degree from an accredited institution in Education or closely related field
- Previous experience teaching in formal or informal educational institution preferred
- Florida Department of Education Professional Teaching Certification is preferred
- Successful performance in this role may qualify employee for consideration for promotion to role(s) with greater responsibility

***SKILLS***

- Solid computer skills; knowledge of Microsoft Office applications, internet, and email; knowledge of ticketing point of sales systems highly desirable
- Strong interpersonal, communication, organizational and prioritizing skills
- Ability to work in fast-paced environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities
- Ability to establish and maintain effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times
- Exceptional classroom management skills; maintain order while supporting unconditional positive regard for students/teachers/parents/caregivers
- Strong research and writing skills; understanding of State of Florida K12 Education Standards

**TIME COMMITMENTS:**

Hours are generally Monday through Friday or Tuesday through Saturday between 8:00 am to 5:00 pm. Scheduled programming will require frequent evening and weekend availability and schedule will be coordinated with Education Manager to ensure balanced workload and sufficient lead time to adjust to schedule changes.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

**Equal Employment Opportunity:**

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

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**ACKNOWLEDGMENT**

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

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Employee (Print Name)

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Date

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Employee (Signature)