
Title of Position *	Innovation Studio Coordinator
Institution *	Fort Worth Museum of Science and History
Position Location: City & State *	Fort Worth, TX
Position Closing Date	<u>Tuesday, September 5, 2017</u>

About the Institution

Our Mission
Dedicated to lifelong learning and anchored by our rich collections, the Fort Worth Museum of Science and History engages our diverse community through creative, vibrant programs and exhibits interpreting science and the stories of Texas and the Southwest.

Institution Website Address

<http://www.fwmsh.org/job-posting-innovation-studios-coordinator-full-time>

Summary of Responsibilities

Innovation Studios Coordinator, Full Time

Job Summary:

Under the supervision of the Innovation Gallery & Studios Manager, the Innovation Studios Coordinator's position ensures an overall excellent guest experience through high-quality educational programming for guests, ensuring team excellence in delivery of the programs and overseeing the daily operations for the Innovation Gallery and Studios.

Basic Function and Responsibilities (including but not limited to):

- Manages daily operations of Innovation Gallery and Studio including operations, supplies, educational programming, exhibit oversight, SQS, and birthday parties (as needed).
 - Coaches current team members and trains new staff in guest engagement strategies, SQS, new educational programs, and current science content.
 - Works closely with other Programs staff to ensure new experiences align with the Museum's strategic learning initiatives.
 - Oversees and implements daily educational floor programming and helps train part time staff on floor programming and guest interaction.
 - Communicates regularly with Manager of Innovation Studios regarding operations, SQS, and programming activities
 - Provides input and assistance to Manager of Innovation Studios regarding educational programming, including but not limited to live demonstrations, special events, classes/workshops, and floor programming
-
- Facilitates team staff development with the Manager of Innovation Studios
 - Co-ordinates scheduling Innovation Gallery and Studio volunteers and summer internship programs.
 - Other duties as assigned
 - Professionally represent the museum and its mission to guests
-

Required Qualifications**Qualifications:**

- Bachelor's degree strongly preferred with a background or interest in education, science, history, theatre or related field strongly preferred

- Two years of informal learning experience required
- Comfortable learning a wide variety of content both in the work space and independently, including but not limited to: science, history, technology, engineering, art, and design
- Confident interacting with diverse groups of all sizes, including varying ages, backgrounds, knowledge levels, learning styles, and special needs.
- Strong organizational skills required
- Ability to positively meet challenges in an ever changing environment with creativity and flexibility
- Can work independently to identify jobs that needs to be done and follow through with little direction, while being able to work cooperatively with other team members
- Fluency in languages beyond English a plus (Spanish preferred)
- Proven ability to respond and make good decisions under pressure
- Ability to be active for extended periods of time, as well as frequent bending, reaching, pushing, pulling, and lifting. Candidates must also possess the ability to lift up to 20 pounds.

Schedule and Hours:

- This position's work week is Tuesday through Saturday.
- Supervisor may be asked to be onsite during special events in evenings or on weekends.
- Because visitation fluctuates seasonally, vacation is not scheduled during Spring Break week, Thanksgiving week, and the week after Christmas Day with rare exception.

Compensation

Apply at this Website:

<http://www.fwmsh.org/job-posting-innovation-studios-coordinator-full-time>

Apply with this email:

Special Instructions to Apply:
