

Title: Education Coordinator

Position Classification: Part-time, non-exempt

Employee Name: Tonya Kowalski

Date of Employment: 07/04

General Description: responsible for overall educational programming.

Committee Participation: Exhibits & Education

Budget Responsibility: Monthly and weekly programming

Timelines/workplan: Monthly and weekly programming

Administration

Attend E&E meetings
Create staffing schedule

Computer/Technology

Maintain general museum email accounts
Back up weekly files

Financial

Oversee spending for programming
Seek donations/funds for special programs

Facility

Create display signs for programming

Marketing and Publicity

Design fliers as needed

Membership

Monthly email newsletter

Outreach

Create outreach schedule and see that events are staffed
Coordinate 4K program

Personnel

Oversee Educational Facilitators

Programs

Web research for background program information
Fieldtrip programming
Birthday party programming
Coordinate monthly and weekly programming
Coordinate art room activities

Volunteer Management

Update online volunteer database
Recruits volunteers
Schedules, trains, and supervises volunteers

Website

Update weekly and monthly programming pages on web site

Assist with group on:

Answer phones
Assist museum visitors with exhibits and activities
Attend staff meetings
Clean museum as needed
Create new member packets
Lead birthday parties
Lead field trips
Monitor and record daily intake at close
Monthly staff reports
Museum database (daily)- admission and membership
Sell memberships
Staff front desk
Straighten exhibits

11/1/2007 Central WI Children's Museum Staffing Pattern & Job Responsibilities – 2007-2008

Title: Operations Coordinator

Position Classification: Part-time, non-exempt

Employee Name: Ann Mosey

Date of Employment: 01/07

General Description: responsible for overall operations of Museum

Committee Participation: Exhibits & Education

Budget Responsibility: Supplies

Timelines/workplan: Exhibits and facilities

Administration

Attend E&E meetings

Financial

Oversee spending for supplies

Facility

Maintain order in all storage areas

Maintain exhibits

Order supplies for birthdays, cleaning, and office

Marketing and Publicity

Make sure handouts are stocked

Membership

Membership packets

Personnel

Oversee cleaning staff

Programs

Web research for background operations information

Assist with group on:

Answer phones

Assist museum visitors with exhibits and activities

Attend staff meetings

Clean museum as needed

Create new member packets

Lead birthday parties

Lead field trips

Monitor and record daily intake at close

Monthly staff reports

Museum database (daily)- admission and membership

Sell memberships

Staff front desk

Straighten exhibits

Title: Education Facilitator

Position Classification: Part-time, non-exempt

Employee Name: Nina Mairs

Date of Employment: 05/07

General Description: provides daily staffing of museum exhibits, programs and special events. Assists with planning of programs, special events and outreach.

Committee Participation: Exhibits & Education

Budget Responsibility: None

Timelines/workplan: Healthy Family Night

Administration

Attend E&E meetings

Marketing and Publicity

Design fliers as needed

Outreach

Assist in planning, prep and teaching of 4K outreach programs

Programs

Web research for background program information

Plan and set up weekly activities for art room (assist Education Coordinator)

Organize and rotate books and CDs in Library according to theme

Plan and lead Healthy Family Night

Website

Update Healthy Family Night page on web site

Assist with group on:

Answer phones

Assist museum visitors with exhibits and activities

Attend staff meetings

Clean museum as needed

Create new member packets

Lead birthday parties

Lead field trips

Monitor and record daily intake at close

Monthly staff reports

Museum database (daily)- admission and membership

Sell memberships

Staff front desk

Straighten exhibits