

JOB POSTING

Job Title: Adult Programs Coordinator
Department: Education
Direct Supervisor: Manager of Youth, Family & Adult Programs
FLSA Status: Non-Exempt
Full-time/Part-time: Part-Time; 20-24 hours/week
Includes Weekend & Evening hours
Salary: \$16.00– 1700 per hour
Date Prepared/Revised: June 2022



I. JOB SUMMARY

The Adult Programs Coordinator is responsible for the development, implementation, evaluation, and continual improvement of the RMSC's (Rochester Museum & Science Center's) programming and educational events for adult (ages 18+) audiences. These programs include both current programs such as the *Science on the Edge Lecture Series* and *RMSC After Dark* events (ages 21+) and new programs to be developed. All Adult programs developed and delivered will meet programmatic and operational goals and align with the RMSC's Mission, core values, Strategic Plan, and within the teaching & learning objectives as defined by the Education Department.

The Adult Programs Coordinator is responsible for ensuring diverse perspectives, speakers and community organizations are included in the program development. They will also work collaboratively with other departments within the RMSC to effectively communicate the needs of Adult Programs to other departments (Guest Services, Marketing, Advancement, Facilities etc.), and to develop ideas for RMSC programs that are inspiring, engaging, and educational. The Adult Programs Coordinator is responsible for contributing his/her ideas and talents to the RMSC team which helps build capacity for the future of the institution.

Work schedule will include flexible hours, weekdays and evening hours and may include: weekends, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES, RESPONSIBILITIES & ESSENTIAL FUNCTIONS:

Sets strategy for and leads the planning, development and implementation of all Adult Programs at the RMSC Museum & Science Center. Responsibilities include:

- In collaboration with their supervisor, they set the strategy for Adult Programs in alignment with the RMSC mission, core values and goals.
- Proposing, developing & implementing new Adult programming ideas that are inspiring, engaging, and educational
- Creating a yearly budget and revenue scenarios, and implementing those as needed in collaboration with their supervisor
- Purchases, manages and maintains organization of all program supplies and completes necessary purchase orders/invoice/documentation
- Maintain exceptional quality of programs and foster a culture of reflection, experimentation and innovation. Stays current on the latest thinking and research as it relates to Adult audiences and participatory engagement strategies.
- Completes continual evaluation of all Adult programs
- Develop and maintain strategic community partnerships and relationships that will increase and diversify the use of adult programs. Includes identifying and communicating with potential

partners, presenting at and/or participating in off-site events, and coordinating partnership programs

- Collaborating with Advancement Department staff on sponsorship and donor and sponsorship cultivation for programs
- Successful implementation of the *Richard C. Shultz Science on the Edge Lecture Series*. This includes:
 - o creating, developing and implementing a Fall and Spring line-up of speakers for a total of at least 12 speaker events per calendar year
 - o connecting and maintaining communication with potential speakers from across the community whose research/presentations topics align with RMSC exhibitions/current events/topics and/or new scientific research
 - o managing the pre-event and day of event logistics
 - o effectively communicating program needs (space reservations, registration information, work orders, etc.) with other RMSC Departments as needed in a timely manner
- Successful implementing all facets of the *RMSC After Dark*(21+events). This includes:
 - o creating, developing and implementing an annual calendar of at least 4 *RMSC After Dark Events* per year
 - o leading the cross-departmental After Dark team and holding regularly scheduled team meetings to collaborate with other team members, assign tasks, brainstorm ideas for new event themes, format/structure, etc. and to evaluate and respond to the changing interests of the target audience (adults 21+).
- Experimenting with the structure/format and content of Adult events to develop new Adult experiences in response to changing interests of the target audience

III. JOB DIMENSIONS

The Adult Programs Coordinator will work collaboratively with RMSC Education Department colleagues and other teams across the institution to develop and implement relevant, engaging, educational, and/or hands-on programs for Adult audiences, positioning RMSC as a valuable resource for life-long learning. The dimensions of this position include but are not limited to:

- Setting strategy for their programs; setting and managing budget, meeting annual program attendance & revenue goals
- Ensuring their programs/events provide inspiring, engaging and educational experiences for program participants and that they are aligned with RMSC mission and brand
- Ensuring a safe, clean and well managed physical environment that contributes to a positive experience for program participants and staff
- Providing leadership for, and professional representation of, these Education Department programs in cross-departmental/organization teams, projects and events and in media requests
- Incorporates RMSC's principles of Diversity, Equity & Inclusion into all aspects of the position including program development, delivering and evaluation and in all aspects of hiring, training, managing and evaluation of staff.

IV. SUPERVISORY RESPONSIBILITIES

The Adult Programs Coordinator is not responsible for the supervision of any direct reports. However, they are responsible for the leadership of the collaborative, cross-departmental After Dark team, scheduling/leading timely meetings and ensuring that action items and responsibilities are shared and completed by other team members as needed.

V. FUNCTIONAL REQUIREMENTS

<p>A. Technology, Equipment, Tools:</p> <ul style="list-style-type: none"> ● Ability to utilize Microsoft Office products, and company email (Gmail) and all G-Suite (Gmail, Google Docs, Google Drive, etc.) products ● Capacity to learn Blackbaud's Altru database ● Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone. ● Ability to learn and utilize virtual programming mediums such as Zoom, Google Meets, Microsoft Teams, etc.
<p>B. Mental Capabilities</p> <p><i>Communication skills -</i> Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of individuals (internal and/or external).</p> <p><i>Mathematical skills -</i> Ability to count, add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as proportions, percentages, and ratios. Ability to analyze variances.</p> <p><i>Reasoning ability-</i> Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or written form and deal with several abstract and concrete variables. Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent.</p>
<p>C. Physical Activity</p> <p>While performing the duties of this job, the employee is regularly required to be mobile and move quickly from one end of campus to another; to manipulate, or feel objects, tools or controls; reach with hands and arms; lower ones-self to lift objects from the floor and meet young children at eye-level.</p> <p>The employee must occasionally lift and/or move <i>up to</i> 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.</p>
<p>D. Work Environment</p> <p>While performing the duties of this job, the noise level in the work environment is variable. While performing the duties of this job, the employee regularly works in close quarters with staff, program participants and/or visitors.</p>

VI. QUALIFICATIONS

Educational & Experience Requirement

An equivalent combination of any of the following education and/or experiences:

- Bachelor's Degree and/or content experience in STEM, education, event planning or project management
- 2-5 years educational programming experience and working in a museum environment
- 2-5 years experience planning/coordinating adult events (18+) preferred
- Ability to solve problems as they arise, to take initiative.
- Ability to effectively collaborate with both in-house teams and external groups.

- Ability to communicate effectively in group and individual situations as well as in written form.
- Proven organizational skills and ability to work independently on multiple, detailed projects simultaneously.

Preferred Skills/Competencies

- First Aid, CPR & AED Certification preferred; willingness to complete certification
- Some basic budgeting/accounting experience preferred
- Out-going personality and ability to work with a wide variety of individuals
- High levels of organization, attention to detail and effective time and project management skills

Please submit your resume & cover letter to Sue MacDonald, Senior Director of Human Resources at smacdonald@rmsc.org

Deadline to apply: July 3, 2022 Due to the high volume of resumes we receive, no phone calls please.

This job posting reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.