

# Museum Programs Specialist

---

The Denver Museum of Nature & Science is seeking a Program Specialist I to join our team. If you are passionate about education, want to be surrounded by amazing discoveries, and get geeked out by all things science, then this position may be for you!

This is an exciting opportunity to play an integral part in the continued success of the Museum, with 450+ full-time and part-time employees and more than 1,800 volunteers. We are building on our already solid foundation with a strong vision and solid strategy to recreate and redefine how we engage our community that loves, understands, and protects our natural world.

## **Job Description:**

Museum programs provide opportunities for the Museum to go within the community and ignite their passion for nature & science by delivering school programs, distance learning through our virtual science academy and by attending community festivals, fairs and events. This position will also serve as an ambassador for the Museum by taking a lead role in setting a positive tone and welcoming environment and ensuring smooth offsite logistical operations for distance learning, offsite programming, and community events. In addition, provides support to Museum Programs by developing, delivering, coordinating and promoting high quality educational programs.

There are 2 available positions with different schedules:

Monday thru Friday

Tuesday thru Saturday

## **Essential duties:**

- Delivers dynamic, age appropriate science programming. Ensures that programming enhances the guest experience.
- Supports the operations and delivery of programming with a focus on providing an excellent experience for the audience.
- Leads or assists in the development of engaging programs for audiences in assigned areas.
- Attends Museum Program and Museum training opportunities as part of professional development.
- Assists with our Virtual and offsite program coordination and logistical needs

## **Requirements:**

- High school diploma or equivalent required; Bachelor's degree in Science, Education or related field preferred.
- 1 years' experience in informal education program delivery, with experience in program coordination required.
- Ability to work weekends and evenings for programs and events required.
- Intermediate proficiency in Microsoft Office suite required.
- Spanish language proficiency preferred.

## **Ideal candidate will have:**

- Someone with Amazing customer service skills who can look at the needs of teachers, Museum Educators, and Museum priorities in order to make a quick decisions
- Attention to detail and enjoys putting puzzle pieces together
- A strategic mind; ability to see patterns, possibilities and multiple perspectives in order to construct a weekly schedule and solve complex logistical challenges
- Possess big picture thinking as well as attention to detail
- Be self-directed, have great time management and multiple priority juggling skills
- Strong technology skills to assist with daily programmatic operations with virtual programs

**Application Instructions:**

**Please submit your cover letter and resume by September 25, 2017.**

Applications may only be accepted electronically via the Museum's website [www.dmns.org](http://www.dmns.org). Due to the high volume of people who apply, we are not able to respond to specific inquiries regarding your application status.

The Denver Museum of Nature & Science is an equal opportunity employer. The Museum is dedicated to the goal of building a culturally diverse staff committed to serving the needs of all our visitors and we encourage applications from individuals of all backgrounds.