

Program Specialist I

The Denver Museum of Nature & Science is seeking a Program Specialist I to join our team in the Discovery Zone! If you have a passion for science and learning, and want to help educate future scientists and discoverers, then this position may be for you!

Job Description:

The Program Specialist I participates on an creative and enthusiastic team of dedicated Museum educators responsible for the programmatic operations of the Discovery Zone, the Museum's exhibition designed especially for children 0-8 years of age and their caregivers. The Program Specialist I ensures that the Discovery Zone presents an engaging, creative, and high-quality program suite to its audiences by on-boarding, training, and continuously mentoring Discovery Zone educators and volunteers (including teens) on Discovery Zone programs as well as best practices in Early Childhood Education engagement, informal education, and age-appropriate science content; leading or supporting the development and implementation of new shows, demonstrations, and facilitations, and the on-going revisions to existing shows; and participating in additional Early Childhood audience services, both development and implementation, for other museum-wide projects. The schedule for this position includes one weekend day.

Essential duties:

- Lead on-boarding, training, and on-going mentoring for the Museum's Educator/Performers and volunteers working in the Discovery Zone
- Ensure age-appropriate engagement with visitors to the Discovery Zone through a variety of techniques by monitoring and coaching Discovery Zone staff and volunteers
- Coordinate logistics for Discovery Zone shows, special programs, facilitations, and activities
- Serve on the Museum's Early Childhood Education Working Group, supporting the coordination of additional ECE-related services and programs offered by the museum
- Work in the Discovery Zone exhibition as daily logistics lead 2 days per week

Requirements:

- High School diploma or equivalent.
- 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.

Application Instructions:

Please submit your cover letter and resume by October 6, 2017

to: <http://chm.tbe.taleo.net/chm01/ats/careers/requisition.jsp?org=DMNS&cws=1&rid=810>

Resumes will not be accepted after this time.

Applications may only be accepted electronically via the Museum's website 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.