



POSITION/TITLE:	Education Coordinator
STATUS:	Full-time
DEPARTMENT:	Education
SUPERVISOR:	Director of Education

Brooklyn Children's Museum (BCM) is the world's first children's museum and a pioneer in the field of informal learning. Inspired by the energy and diversity of its borough, BCM's programs and exhibits engage children between the ages of 2 and 10, and their caregivers, through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 visitors annually and operates in 130,000 square feet of indoor and outdoor space. Learn more about [BCM's Theory of Change](#), [Diversity, Equity & Inclusion Plan](#), exhibits and programs at www.brooklynkids.org.

Position Summary

Brooklyn Children's Museum is looking for an energized and organized Education Coordinator. This role will be responsible for coordinating, scheduling, and supporting engaging, hands-on field trip and camp programs for children ages 4 – 10; coordinating educators to deliver programs; supporting the ongoing work of the Education department including program development, trainings, and grant-related activities; and working across museum departments including Exhibits, Facilities, and Security to accommodate group program visits.

RESPONSIBILITIES

- Respond to inquiries and manage calendar of group visits.
- Greet school groups upon their arrival, support the flow of facilitated programs and self-guided visits.
- Generate invoices, manage ticketing database and payment for programs.
- Solicit feedback from teachers on their museum experience.
- Schedule educators to lead school field trip programs and camp groups at the Museum and offsite.
- Update website and social media platforms with Education-related content.
- Develop marketing materials to send out to highlight programs including flyers, program offerings, and booking info.

- Coordinate Education department supply orders and vendor payments.
- Support the planning and facilitation of professional development and staff training.
- Update monthly metrics related to field trips, camp group, and Museum-on-the-Go attendance.
- Fill in for program facilitation coverage and support other departmental responsibilities as needed.

PREFERRED QUALIFICATIONS

- High School diploma or equivalent. Interest in Education, Museum Studies, Child Development, or related field
- Experience working with children ages 0 – 8 and their caregivers
- Demonstrated ability to take initiative and handle multiple tasks
- Highly responsible and punctual
- Ability and desire to work collaboratively as part of a team, and openness to constructive feedback and exchange
- Excellent written and verbal communication skills
- Knowledge of Brooklyn’s communities a plus
- Proficient with Macs, PCs, Microsoft Office, Google Apps, and Dropbox
- Must be fully vaccinated
- Must be willing to wear a mask and comply with COVID safety protocols, and to be present in person in BCM’s offices and on the Museum floor

COMPENSATION

The annual salary for this role is \$45,000 commensurate with experience. Full-time staff at BCM receive family health, individual dental and life insurance benefits at no charge to employees.

SCHEDULE

The Education Coordinator currently works 5 days per week, including at least one weekend day from 9:30am to 5:30pm, plus four additional weekdays set by the employee in conversation with their supervisor.

APPLY

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – EducationCoordinator” in the subject header. Applications will be reviewed on a rolling basis with priority given to those received by April 15, 2022 or before. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

Brooklyn Children’s Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

