The Mid-Hudson Children’s Museum is at a pivotal time in our 33 year history. Located on the banks of the Hudson River in Poughkeepsie, NY, we have been providing rich programming to children ages 0-6 for several generations. Now, after a rigorous process of analysis, planning and the installation of our new permanent exhibition Science Revealed, the Museum has positioned itself to broaden our reach to serve ages 7 through 12 as well. All to be supported by expanding our experiential STEM programming platform. The culmination of these efforts will be reflected in our upcoming name change to the Mid-Hudson Discovery Museum.

With that said, we are now ready to bring on an innovative museum STEM educator that is looking to challenge the traditional boundaries of informal education to achieve more effective educational outcomes. Based on your combination of education and practical experience, you will bring a fresh perspective of how to excite and engage young minds sparking the curiosity required to love and pursue learning for a lifetime.

Application Instructions for STEM Engagement Manager at Mid-Hudson Children’s Museum

Please review the position description and include the following items with your application:

- 1-page cover letter
- Resume
- 1-2 page bullet-list summary that explains how your previous experience supports the key duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each references. References will only be contacted upon your approval of a release to do so. (Do not send letters of reference - we will contact references directly.)

Please e-mail your application as a Word or PDF file to jobs@mhcm.org.

Please do not send your application embedded in the text of an email message. We will confirm receipt of your application materials, and will be in contact with you if we would like to speak with you about your candidacy. We’ll accept applications until the position is filled.

Thank you for your interest in the Mid-Hudson Children's Museum. We look forward to reviewing your application.

The Mid-Hudson Children’s Museum is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion
MID-HUDSON CHILDREN’S MUSEUM
POSITION DESCRIPTION

Title: STEM Engagement Manager

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTIONS

Develops and implements age-appropriate Museum activities and programs for families with children ages 2-12. Manages all aspects of the Mid-Hudson Children's Museum's ongoing grant-funded and fee-based educational programs, including onsite field trips and workshops, Starlab planetarium shows, and outreach presentations. Works collaboratively with MHCM staff to develop the Museum's educational content and interactive floor programs.

DUTIES AND RESPONSIBILITIES

Program Planning, Development and Delivery (70%)

Planning: Works with executive director to advance the Museum's three strategic initiatives (School Readiness, Health & Wellness, and Community-Building) by mapping out annual education initiatives, programs and schedules. Helps identify potential community partners to enhance Museum impact. As needed, provides content, planning and support for new exhibit development and special events.

Museum Programming: Develops and delivers activities, programs and workshops for young children and/or their parents and caregivers. Creates curriculum and lesson plans for weekly playgroups, camp, Starlab planetarium shows, family and parent workshops and other new programming initiatives.

Field Trip, Outreach and Group Programming: Develops and delivers programs for incoming school field trips, school outreach and summer camp groups. Field trip programming and content should be aligned with state/national standards for elementary and middle school education. Then coordinates all related scheduling, bookings and contracts.

Educational Content Development (20%)

Field Trip and Outreach Programs: Reviews, updates and creates new field trip programs for preschool to early middle-school audiences. Ensures program alignment with Museum's strategic initiatives.

Table-top Activities: Responsible for creating and presenting new table-top activities that can easily rotate throughout the Museum's galleries. Works collaboratively MHCM staff on evaluating activities.

Special Event Activities: Works collaboratively with other MHCM staff to plan and implement activities for special events (exhibition openings, seasonal events, member’s only nights, etc.)

Grant Planning: Assists the executive director in conceptualizing new or expanded educational programs for grant applications.
Other (10%)

Cross-department collaboration: Works collaboratively with MHCM staff on Museum-wide initiatives such as volunteer training and strategic planning.

Special Events: Attends and provides staffing support to special events (may involve occasional evenings and weekends).

SUPERVISION OF OTHERS

Hires, supervises and evaluates seasonal camp staff. May provide supervision to Museum volunteers and/or interns for certain initiatives.

EXPERIENCE AND SKILLS

Required:

- Passionate about MHCM mission and about working with families with young children
- 4-year college degree
- Strong computer aptitude (specifically Microsoft Word and Excel, and comfort using databases)
- Excellent judgment and decision-making skills
- Self-directed, proactive and comfortable working independently, yet able to take direction from others; able to take feedback and make adjustments as necessary
- Able to work, prioritize and focus on multiple projects amid frequent interruptions

Strongly Preferred:

- Master degree (or higher) in early childhood or K-5 education
- Museum educator experience at a children's museum or similar setting
- Practical experience with, and an appreciation for, Next Generation Science Standards (NGSS)
- Bilingual (English-Spanish) or fluency in Spanish
- Experience developing and delivering programs to all age audiences including special needs children
- Field trip and outreach booking and program delivery experience
- Working on grant-funded projects, especially reporting and evaluation aspects
- Curriculum development experience with strong research skills
- Summer camp management/coordination
- Volunteer management experience

WORKING CONDITIONS

- Fast-paced museum environment that requires working with the public on the Museum floor, behind-the-scenes in prep rooms, and in an office
- Must work well in both an individual and collaborative team setting
- Carrying and lifting of educational materials, tables, and chairs is required
- Reliable personal transportation, valid driver's license, and excellent driving record
- Occasional travel to offsite locations required