



Program Specialist

Reports to: Director of Play

The Program Specialist will work with the Program Team to ensure the delivery of high quality, early education programs and value-added experiences to museum members and guests.

Duties will include but are not limited to:

1. Enhance museum experience through facilitation of assigned programming, pop-up activities, and other engaging activities.
2. Assist in the development, preparation, and implementation of new pop-ups and activities in coordination with other program staff and Director of Operations
3. Develop weekly lesson plans and deliver programs on a daily basis.
4. Report individual program schedules and lesson plans to Director of Operations on a monthly basis
5. Ensure implementation of the Reggio Emilia philosophy throughout the museum, including documentation of guests' play experiences
6. Actively engages museum guests and members in all customer-facing museum spaces
7. Ensure museum floor expectations are met at the highest level, including exhibit restoration and monitoring, and monthly/weekly cleaning tasks
8. Assist in maintaining clean and safe exhibit spaces and addressing visitor questions and concerns.
9. Communicate exhibit/facility maintenance needs to Director of Operations
10. Other tasks as assigned by Director of Operations

Required Skills:

1. Bachelor's Degree in early education, child development, or arts related field or minimum of three years' experience in similar field
2. Creative ability and experience in process-oriented art/science/maker projects
3. Experience engaging young learners and their adults
4. Excellent writing and organizational skills and knowledge of MS Office/Google Suite software
5. High comfort level working with children in a fast paced, high-traffic, public environment
6. Views children as capable and competent and recognizes that children learn naturally through play
7. Ability to genuinely communicate with diverse guests of all backgrounds and abilities
8. Ability to respond to guest needs and urgent/emergency situations in a calm, comforting manner
9. Ability to independently manage and prioritize several tasks efficiently and with ease
10. Reliable, flexible, and able to work cooperatively with other staff members as a positive team player
11. A strong commitment to the mission, vision, and values of WCM

Essential Physical Functions: On any given day, may be frequently required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 25 pounds and moving short distances

Hours of work: Mon, 9:00a-3:00p; Tue-Fri, 8:30a-4:30p