



**Job Title: Education & Engagement Specialist**

**Reports To: Senior Director of Education**

**Details: part-time**  
**Flexible schedule, hours will vary**  
**Typically, 10-20 hours per week but could be up to 40 seasonally;**  
**some evening and weekend hours**  
**\$10-\$12/hour**

**Background:**

Kaleideum was formed in July 2016 as result of the merger of SciWorks and The Children's Museum of Winston-Salem. Currently, the Museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem. The mission of the Museum is: *Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.* As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

**Position Summary:**

This position is a front facing position that allows the museum to come to life for families through their experiences. The successful candidate(s) is responsible for interacting with museum visitors including field trip students, campers and families. Duties may be different every day and include leading demonstrations, experiences, games and activities; setting up/ cleaning up spaces and supplies; sharing about exhibits on the floor. The Education & Engagement Specialist works under the direction of the Senior Director of Education in a professional manner to promote an exceptional Museum experience.

**Primary Duties and Responsibilities:**

- Lead the implementation of museum experiences inclusive of demonstrations, camps, field trips, and programs for children, families and adults at Kaleideum.
- Collaborate with other members of the Learning & Engagement team to ensure the best quality programming.
- Practice and enforce safety and emergency policies and procedures. In addition to maintaining a clean and safe environment for program participants and instructional staff in all Kaleideum classrooms, labs and storage areas in cooperation with other team members.
- Ensure highest level of customer service is practiced at all times with children and caregivers.
- Provide an environment that encourages playful, spontaneous exploration and experimentation.
- Acts as point of contact for caregivers.
- Other duties as assigned by the Senior Director of Learning.

**Knowledge, Skills, Ability:**

- Commitment to and passion for the mission, vision, and values of Kaleideum.
- A personal commitment to fostering a multicultural, diverse organization.
- Team player with the ability to collaborate in a dynamic, ever-changing environment.
- Ability to create a safe environment for audience and staff.
- Ability to communicate with the public including children, Museum guests, educators, caregivers, and donors, in a courteous and professional manner.
- Reliable and conscientious.
- Skilled in problem solving and conflict resolution.
- Ability to facilitate various experiences: STEM, maker, arts, drama, music, dance, and games with children.
- Communicate effectively with all Museum departments.
- Confidentiality, professionalism, patience, and flexibility.
- Comfortable working in both an indoor and outdoor environment.
- Knowledge of North Carolina Standard Course of Study.
- Familiarity with computer programs utilized by WSFCS such as IReady, !Station, Prodigy, Smarts Ants, and others.
- Ability to speak Spanish a plus.

- Available to work a flexible schedule that includes varied hours and days, including weekends, holidays, and evenings

**Qualifications:**

**Minimum Education/Experience:**

- Some college course work in an appropriate field such as education or STEAM-related field preferred. High school degree/GED required.
- 1 or more years' experience in an educational setting working with children; previous experience in a museum or non-profit environment a plus.
- Ability to obtain First Aid and CPR certification.
- Willingness to work with children with special needs. (Ex: visual impairments, diabetes, allergies, autism, etc.)
- Experience managing staff preferred.

**Essential Physical Functions:**

- On any given day, Museum staff may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, and reaching.

**All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.**

To apply, please submit a museum application and resume to Shari Brady, Vice President of Education.