

# POSITION DESCRIPTION

**Position:** *Coordinator, Holland and Sallie Webb Family Learning Center, Museum of the Red River.* Actual employer is Idabel Museum Society, Inc. (IMSI).

**Duties:** Oversee all aspects of the Family Learning Center, a facility which encourages learning by multi-generational users through exhibits, hands-on projects, and focused engagement, with public reference library for on-site use; responsibility for creating and maintaining new activities, writing labels and brochures, installing small exhibits, and assisting visitors with their interactions and play. Learning Center must be clean and “ready to go” at the beginning of each day.

**Other:** The Coordinator will also serve as lead staff member for other visitor engagement, providing tours and introducing new opportunities for learning. S/He will assist other staff in managing events and programs. General support of the Museum and its programs essential. Occasional activities during evening hours and overnight travel for professional development expected. Other duties as assigned.

**Employment:** This is an entry to mid-level, near-full to full-time position, with a minimum required availability of 25 hours/week, Tuesday through Saturday; compensation based upon experience and education, with a minimum hourly rate of \$ /hr. Other benefits negotiable depending upon hours worked/contracted. S/He will report to senior programming, curatorial, and administrative staff, and is subject to IMSI’s employment regulations, plus federal and state law. Oklahoma is a right-to-work state.

**Qualifications:** A BA or BS in a relevant discipline or equivalent experience is required, with a demonstrable combination of academic interest, education and work history to immediately engage visitors of all ages; a quick study who can appropriately absorb new information on short-notice and present same in a creative way, including the ability to create curricular items and activities spur of the moment. Basic computer literacy, familiarity with social media, and excellent speaking and written communication skills expected. Candidates selected for interview will be tested on-site.

Ability to safely use basic hand tools and climb a ladder, and personally carry– without mechanical or other aid– a minimum of 25 pounds, over a course of 100 feet. Work with diverse audiences and staff, displaying congeniality and collegiality required.

**Evaluation:** The Museum operates on a calendar year. Annual contract, issued after year-end self-evaluation and report, and any interviews determined by Museum Director.

**General duties and responsibilities:** Maintain facilities and programs while developing new programming initiatives and responding to needs and opportunities as they present themselves. This position requires considerable contact with other Museum staff and members of the public. Maintaining excellent personal relations is absolutely required, as is general promotion of the Museum and all its programs. Following all guidelines and regulations of the Museum and Idabel Museum Society, Inc. is expected.

Commitment to continuing study in contemporary methods and topics that enhance background and skills, including participation in appropriate professional development activities expected.

Responsible for appropriate handling and maintenance of all Museum property including furniture, tools and learning materials; oversee their **safe** use and provide protection from loss and misuse. Weekend work hours and out-of-town travel will be required. Other relevant duties and responsibilities as assigned. Standard curatorial promotion sequence. New hires may be engaged beginning at any level.