

## **Family STEAM Festival Coordinator-Part-Time Employment (20 hours/week)**

### **Job Summary:**

This position has two main functions:

- To support implementation and provide leadership for the programs at school sites for the Family STEAM Festival program (Tuesday, and Thursdays) on scheduled evenings and assisting in the office with Family STEAM Festival and Family Science Festival reporting.
- Support the Discovery Lab on Wheels program by doing programming as well as assisting in the office with materials management, preparing materials, and reporting as needed.

This person must be reliable, flexible, and punctual. Must also have excellent interpersonal skills, and work well with adults and children. STEAM Festival programs are scheduled on selected Tuesdays, and Thursdays from 5:00-8:30PM. Other outreach programs are scheduled throughout the week.

### **Basic Function and Responsibilities** including but not limited to:

- Being an onsite point-person for the Family STEAM Festival program.
- Assist Outreach Manager in record keeping and preparation of program materials.
- Provide leadership for Festival Program when onsite at schools
- Loading and unloading of materials at schools.
- Check in with school office upon arrival.
- Set up components at school site and Museum.
- Facilitate student learning during session.
- Interact with classroom teachers, parents and children.
- Communicate educational connections pertinent to program.
- Communicate museum resources with teachers and administrators.

### **Qualifications:**

- College Degree required.
- Education experience desired.
- The ability to proactively multi-task.
- The ability to exercise active listening skills and positive body language through smiling, sustaining eye contact and good posture.
- Ability to work independently and as a member of a team
- The ability to stand for extended periods of time.
- The ability to carry up to 25 pounds.

The Fort Worth Museum of Science and History is an Equal Opportunity Employer.

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