



**Position:** STEAMlab Coordinator

**Hours:** 30 hours per week, exempt; occasional weekend and evening hours required. Hours are split between pre-determined program times, community outreach event dates and times; all other hours flexible based on workload and must be approved by supervisor. Possibility for increased hours available, depending success in funding, grant writing and program growth.

**Salary:** \$28,000 DOE

**Benefits:** PTO is available after 6 months, but accrued at the start of employment. Sick leave is available at the start of employment per employee manual. 401K package, life insurance, supplemental dental & vision is offered.

**Supervisor:** Executive Director

#### **ABOUT THE STEAMlab:**

STEAMlab is a hands-on, mentor-led educational space where visitors from diverse backgrounds construct meaningful projects, build skills and unlock understanding. This high-tech learning lab is home to programs for kids ages 7 and up in electronics, coding, 3D design, machine take-apart and robotics. Additionally, STEAMlab provides outreach activities that engage families, school groups, and general Science Center audiences in hands-on, inquiry based STEAM education programs.

**Description of Duties:** The STEAMlab Coordinator contributes to the well-being of our community by providing safe, supportive, affordable, educational experiences for whole families to enjoy by developing engaging exhibits that have a meaningful connection to STEM topics. Additionally, the STEAMlab Coordinator will design and lead a wide variety of educational programs for visitors, in conjunction with the Educational Team, with the goal of making STEAM inspiring, relevant and accessible to all program users. The Coordinator will create an environment that welcomes every child, parent and group leader, and facilitate open-ended problem solving and experiential learning. The Coordinator will be tasked with developing the STEAMlab training & transition manuals. This includes developing training protocols and documents to ensure that STEAMlab mentors and volunteers are prepared to work with guests and maintain the Science Center's leadership in innovative, experiential STEAM education.

#### **PRIMARY DUTIES:**

- Management of the STEAMlab - to keep it in good working order by maintaining materials, equipment and technology. Cleaning & straightening of the lab also included.
- Facilitating Open Lab Program - the self-directed, supervised program for general visitors.



- Recruiting and Training of volunteers from partner organizations; including maintaining volunteer schedules.
- Supervision of STEAMlab Educator Position - 10 hours/week.
- Supervision of Volunteers & Interns when applicable.
- Working with the Executive Director to develop the STEAMlab budget.
- Maintaining STEAMlab Budget throughout fiscal year.
- Oversee purchase of education materials as necessary, in adherence to STEAMlab budget.
- Grant Writing as it pertains to STEAMlab in conjunction with the Executive Director.
- Maintain knowledge of emerging trends and technologies in science and engineering education, and communicate with partner organizations for educational collaborations and grants.
- Co-lead schools out day-camps, summer camps and any additional programs with the rest of the Educational Team.
- Implement new STEAM & design-based learning activities or workshops annually.
- Work with Exhibits Director to create a “self-guided” exhibit of the STEAMlab when no program is being facilitated.
- Collaborate with the Education team to facilitate outreach events and in-house networking events.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS**

- High School Diploma or GED Equivalent;
- 3-4 years experience in Education or STEAM program focused industry;
- Interest and experience in STEM materials and tools;
- Enjoys working with children of all ages;
- Demonstrated organizational, time management, emotional intelligence, problem solving, and teamwork skills;
- Ability to lead other individuals and assign tasks; oversee projects. Experience managing a small team while upholding a positive culture;
- Commitment and dedication to teamwork within a small senior staff group;
- Strong communication skills including public speaking, customer service and public relations, and the desire to cultivate relationships and interactions with members;
- Flexibility in schedule; hours vary per individual programs;
- Understanding of the importance of diversity, inclusion, and their benefits to MSC culture;
- Self-drive to collaborate and support co-workers in variety of non-job-specific tasks;
- Ability to lift up to 50lbs. and ability to do various manual tasks.

#### **PREFERRED QUALIFICATIONS**

- Bachelor’s Degree in Education or equivalent;
- Experience teaching in a classroom setting;



- Demonstrated knowledge working with STEM curricula and/or tools used in teaching high-tech concepts to a wide range of age groups;
- Grant writing and development;
- Demonstrated success in managing a growing program.

**SCIENCE CENTER ENVIRONMENT:**

The Science Center facility is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended hours, computer work. We prefer individuals with a passion for cooperative learning and play for children of all ages. An interest in science and technology education a bonus. Montana Science Center is an equal opportunity employer.

**Evaluation:** Probation period of six months will be enforced. Positions will be evaluated annually. Additional one-on-one meetings with supervisor are conducted weekly; mid-year evaluation available upon request.

**To Apply:** Send Cover Letter, Resume, Writing Sample and 4 References to Executive Director, Abby Turner at [aturner@montanasciencecenter.org](mailto:aturner@montanasciencecenter.org). Position open immediately, applications accepted until position filled.