



Bookings Coordinator

Are you a dynamic and customer service oriented professional, committed to organizational growth and success? Explore and More Children's Museum is seeking to hire a full time Bookings Coordinator, who will embrace our mission of providing best-in-class play experiences where all children, families, and the community can explore, learn, and develop together.

Responsibilities include but are not limited to:

- Providing a hands-on approach to the delivery of all Museum public events and experiences, including entering bookings into the system accurately and in accordance with procedures, responding to email and phone inquiries, coordinating the return of contracts, invoicing, and preparing any supporting documentation
- Serving as contact person for events, educational experiences and tours
- Ensuring that teachers, group leaders and clients are fully prepared for their visit and have received their relevant information in advance of the event or visit
- Coordinating the set-up and breakdown of events, and attends events when necessary
- Welcoming guests and may conduct tours of the facility
- Assisting with communication of events through social media, website, newsletter, and community calendars

Strong interpersonal skills, proven experience with events/membership development, and the ability to build and maintain relationships are a key component to this role. A Bachelor's Degree in Business, Marketing, Communications, Education, or a related field is preferred, along with 1 year experience in membership programs or event planning.

Explore and More Children's Museum is a high-quality, play-based museum, serving over 60,000 children and their family members on a yearly basis. With national recognized and award-winning programs and exhibits, the most generous free admission policy in the area, and a mission to provide critically important informal learning experiences for all, Explore & More has become an important asset to the well-being of children and families in Western New York.

We offer a competitive benefits package, as well as a great working environment. Apply today and join our community focused organization. The full job description for this position can be found on our website. Explore & More is an equal opportunity employer.



ACCESS AND INCLUSION SPECIALIST

POSITION REPORTS TO

Chief Executive Officer

POSITION SUMMARY

The Access and Inclusion Educator will be responsible for ensuring Explore & More – The Ralph C. Wilson Jr. Children's Museum accessibility of programs and exhibits, and overall positive experience to all patrons regardless of physical, emotional or other constraints.

PRIMARY RESPONSIBILITIES

PROGRAM FACILITATION AND EXHIBIT DESIGN

- ✓ Create targeted programs for offsite and in-Museum workshops that meet the needs of Special Education Classrooms
- ✓ Develop and manage all accessibility programs including our signature program, Au-Some Evening
- ✓ Facilitate staff trainings to empower all team members to enhance the experience of all visitors regardless of physical, emotional or other constraints
- ✓ Collaborate with Education Team to develop methods to adapt programming to meet the needs of students in Inclusion Classrooms
- ✓ Work closely with Exhibits Manager to guide exhibit enhancements that support access and inclusion principles

COMMUNITY PARTNERSHIPS

- ✓ Work with community agencies to identify at-risk families, or families who might have difficulty accessing the Museum due to physical, emotional or other constraints
- ✓ Foster and establish new relationships with local university partners to conduct evaluation and research opportunities that inform program developments and enhancements

GRANTS MANAGEMENT

- ✓ Oversee implementation of grant funding designated to increasing access to the Museum
- ✓ Collaborate with External Relations Manager to pursue new funding opportunities related to job function and compile information for final reporting

QUALIFICATIONS

- ✓ Minimum Bachelor Degree in Special Education, Education or related field
- ✓ Minimum three years professional experience in education environments with a preference on informal learning program development
- ✓ Minimum of three years professional experience working with IDD populations
- ✓ Track record as a dynamic educator with strong interpersonal skills
- ✓ Familiar with learning theory and informal education techniques for children developmental ages 1-12



- ✓ A passion for the Museum and its mission
- ✓ Ability to convey information to people of all ages and backgrounds in a compelling way
- ✓ Open-mindedness: ability to see things from many points of view
- ✓ Ability to accomplish goals through collaboration with internal and outsourced relationship

Cultural Program Educator Job Ad

Are you a community-focused professional who has experience with public programming?

Explore and More Children's Museum is seeking to hire a full time Cultural Program Educator, who will embrace our mission of providing best-in-class play experiences where all children, families, and the community can explore, learn, and develop together.

Responsibilities include but are not limited to:

- ✓ Creating cultural/folk arts programming for WNY children that meets NYS and Next Generation Standards and corresponds to relevant exhibit(s)
- ✓ Facilitating ongoing programming promoting diversity, acceptance and cultural competencies for all visitors
- ✓ Collaborating with colleagues at the Museum to provide training and insight on meeting the needs of diverse populations including New Americans
- ✓ Developing rotating cultural content that highlights the diversity community groups that reside in our region
- ✓ Conducting exploratory and follow-up field work identify, documenting, and interviewing multi-generational folk and traditional artists in Western New York
- ✓ Identifying, cultivating and growing relationships with area community organizations that serve immigrant populations
- ✓ Serving as a liaison between Explore & More – The Ralph C. Wilson Jr. Children's Museum and selected area community organizations

The successful candidate will have a minimum three years professional experience in public programming and collaborative work with community groups and service organizations, and a strong ability to build and maintain relationships. A Bachelor's degree in Folklore, Cultural Anthropology, Art History, Museum Studies or related discipline is also required.

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