



11.15.18

Job Description

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

Please email cover letter, resume, salary requirements, and references to:

info@exploreandmore.org

Or please mail to:

Explore & More
300 Gleed Avenue
East Aurora NY 14052

