



THE RALPH C. WILSON, JR.
CHILDREN'S MUSEUM

Position Title: Museum Coordinator

Reports to CEO

POSITION SUMMARY

The Museum Coordinator acts as the Museum CEO and Director's 'right hand' and is aware of all activities relating to the Museum. They will act as a liaison between the Museum Senior Leadership office, board members, patrons, public, administration, and staff while being mindful that they are dealing with confidential information. A critical part of this position involves the planning, minute taking and correspondence. Explore & More-The Ralph C. Wilson, Jr. Children's Museum has as its mission to provide best-in-class play experiences where all children, families and the community can explore, learn and develop together. Explore & More fosters and supports its commitment to equity, diversity and inclusion.

DUTIES AND RESPONSIBILITIES

- Manage the CEO's calendar, meetings, telephone calls, and e-mail. Schedule meetings and organize correspondence and files.
- Prepare, draft and coordinate materials for the Museum Committees, and other important meetings as they arise. Draft and distribute concise minutes of all Committee meetings by applicable deadlines. Follow-up with board, advisors, and staff on action steps and agreed-upon deadlines. Maintain an updated contacts list and be familiar with the parties involved.
- Coordinate the team schedule by working with site supervisors.
- Work with CFO to collect and input payroll entries, PTO and other team benefits.
- Work on creating the policy handbooks, including the board and team orientation handbook.
- Learn TAM Ticketing and data system to assist in creation and tracking of all correspondence.
- Prepare and coordinate Museum Committees materials for the Board of Trustees meetings including PowerPoint presentations and status reports by deadlines from the CEO's office and Senior Staff for distribution to the Board of Trustees and Committees
- Keep track of the museum credit card paperwork and submit to Finance in a timely manner, meeting deadlines.
- Act as the contact person for operations related issues such as stationary, building maintenance and office equipment needs for the Museum Directors.
- Ensure a smooth and regular distribution of mail and other information.
- Act as the central contact for special projects as required. Such projects may include coordinating exhibition VIP lists, donor lists, supporting museum staff, and researching exhibition related material and/or items in the collection.

- Carry out research as needed for the Museum Director's office. In particular, help support and coordinate the applications of grants and funding programs with the curatorial department and development departments.
- Assist with weekly bank deposits, which may include travel to the bank.
- Collect and file staff and visitor health screening logs.
- Update and maintain a staff phone directory (including emergency contacts)
- Organize the ordering of staff uniforms.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or Equivalent, Associate Degree preferred.
- Knowledge of the Microsoft Office software including Word, Access, Excel and PowerPoint, as well as a working knowledge of Outlook is essential.
- Excellent writing skills, focusing on business-type correspondence, recording meeting minutes and drafting concise reports are important.
- Highly organized, detail oriented
- 2 years-experience preferred
- Ability to communicate effectively both to other members of staff, outside colleagues and members of the public.
- Ability to solve problems, anticipate future needs and be self-motivated.

Candidates must send the following to be considered: resume, cover letter, resume and salary range requirements to: Michelle Urbanczyk, CEO careers@exploreandmore.org