

Job Description
Access and Inclusion Specialist



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

POSITION REPORTS TO
Senior Manager of Community & Strategic Initiatives

POSITION SUMMARY

Explore & More – The Ralph C. Wilson Jr. Children's Museum (E&M) is dedicated to hands-on learning in the arts and sciences through seven educational play zones that highlight the Western New York Community. We serve children, caregivers and educators through Museum visits and outreach programs. The Access and Inclusion Specialist plays an integral role in the success of the Museum's mission coordinating educational offerings both internally and externally. Qualified candidates will create welcoming, joyful, educational experiences for all Museum visitors.

The Access and Inclusion Specialist 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

FACILITATED LEARNING EXPERIENCES AND ENVIRONMENT MAINTENANCE

- Initiate and facilitate interactions with both adults and children to deepen their learning experiences during exhibit play and daily programs.
- Demonstrate a thorough understanding of Explore & More's mission, policies and learning framework including learning values of each Play Zone.
- Implement tools from staff trainings to create an environment of inclusion for all visitors, model respectful interactions, promote literacy skills and foster adult/caregiver interactions.
- Perform group visit orientations and follow up procedures, as assigned.
- Facilitate lesson plans that meet NYS and Next Generation Curriculum for visiting school groups and during outreach programs into schools, as assigned.
- Responsible for floor operations, visitor safety and exhibit readiness including but not limited to; ensuring exhibit manipulatives are properly cared for and put away and enforcing safety protocols.
- Provide excellent customer service including providing information to visitors and assisting in complaints as directed by Manager-On-Duty or other senior staff.
- Adhere to appropriate Museum dress code.

QUALIFICATIONS

- Minimum Bachelor's 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