

# Children's Museum of Pittsburgh

## JOB OPENING ANNOUNCEMENT

For more than 30 years, the Children's Museum of Pittsburgh has provided "innovative museum experiences that inspire joy, creativity and curiosity". Through high quality exhibits and programs, we provide opportunities to the region's children for learning and play. We also provide resources and partner with those in the community who share our vision and work with or on behalf of children. We are currently recruiting for the following position:

### **Partnership Coordinator – Museum Lab**

Reports to: Education Partnership Manager

#### **Position Summary**

The Partnership Coordinator acts as the liaison between the Children's Museum interests and all the partner organizations of Museum Lab. The Partnership Coordinator actively coordinates projects, programs and events by communicating organizational schedules and calendars, and successfully negotiating potentially competing needs across Museum Lab resources. Although the Partnership Coordinator is not principally delivering programs, they must have a keen understanding of the requirements of the programs to smoothly and efficiently provide space and time for each. The Partnership Coordinator acts as "air traffic control" for Museum Lab.

The Partnership Coordinator responsibilities include:

- Creating, maintaining and evaluating an efficient, clear means to integrate event calendars among the Children's Museum, Manchester Academic Charter School, Saturday Light Brigade, Carnegie Mellon University, ETC; University of Pittsburgh, Education; Allies for Children; and other Museum Lab partners and clients.
- Seek out limitations and proficiencies of each partner and the Museum to best reduce conflicts and promote good-natured collaboration among partners and within the Children's Museum
- Participates in reflective practice, including research-oriented discussions with partners, artists, and youth.

#### **Position Requirements**

- High School diploma or equivalent and 2-years' experience in a relevant field (e.g. education, administration, interactive media, etc.) required. Bachelor's degree in appropriate field preferred.
- Experience working with partners in a collaborative environment.
- Personal skill in planning, interpersonal communications and building positive working environments.
- Administrative experience (record keeping, project management, personnel management) required.
- Good communication and interpersonal skills with youth, adults and representatives from partner organizations with diverse goals is essential. This position requires leadership skills and a high degree of emotional intelligence. A high level of written and oral communication skill is needed. Teamwork within Museum staff and Museum Lab partners is critical.
- Experience in the development and implementation of age-appropriate activities, based in a high regard for youth, their families and community, and an understanding of project based learning and education research and theory.
- Ability to use sound judgment when handling diverse situations that arise with staff, teens, and visitors is required.
- FBI fingerprinting, Act 33 (PA Child Abuse) and Act 34 (PA Criminal) Clearances required

If you are interested in applying for this position, please complete our online application found at: <https://pittsburghkids.org/job/jobs>. In addition, you may be required to submit a resume and cover letter. Please follow the instructions on the application site.

Thank you for your interest.

*EOE*

*Our Employees are aware of this ad.*

*M/F/V/D*