

Programs & Administrative Coordinator

Responsibilities

Program Development

- Works with the Education Manager to support and implement a diverse range of programs for children, including drop-in activities, camps, and annual events.

Birthday Parties & Private Events

- Manages the birthday party and private events program, including scheduling, invoicing, communicating with the party/event host, and coordinating staff.

Gallery Maintenance

- Conducts regular walk-throughs of the Museum galleries and executes minor exhibit repairs, cleaning, and maintenance as needed.
- Oversees the inventory and replenishment of interactive exhibit components and supplies.

Administrative Support

- Maintains accurate records for programs, events, and gallery operations.
- Performs general administrative duties at the front desk as needed.

Qualifications

- Bachelor's degree (preferred).
- Three to five years experience in an educational setting (teaching or substitute teaching) or similar public-facing learning environment.
- Strong organizational skills with a proven ability to manage multiple projects simultaneously and meet deadlines.
- Excellent written and verbal communication skills.
- Passion for working with children and families and a commitment to VDM's mission.