



Marketing & Exhibit Program Specialist

Position Title: Marketing & Exhibit Program Specialist

Employee Classification: Part-time Seasonal - Hourly

Salary Range: Starts at \$20-25/hour plus additional benefits

Work Schedule: 15-30 Hours/week

Reports To: Program Director

MOUNTAIN TOP EXPLORIUM OVERVIEW

Mountain Top Explorium provides our youth an empowering environment where they can fully embrace their identity and gain all the skills they need to be leaders tomorrow. We accomplish this through our children's museum and programs such as our summer day camp, after school program, school break, STEM Enrichment, and Kids Night Out programs.

JOB SUMMARY

Mountain Top Explorium is seeking a part-time Marketing & Exhibit Program Specialist to drive community engagement and deliver exceptional children's programming. This position combines program facilitation, parent outreach, and exhibit management across our exhibit spaces and programs such as Craft and Story Time, STEAM Saturdays, Monthly Community Workshops, Kids Night Out, and more. The ideal candidate is an adaptable communicator passionate about programming and community connection. **Spanish speaking ability is not required but strongly preferred.**

Year Round Responsibilities

- Ensure that all programs meet standards outlined within the Mountain Top Explorium risk management plan and rules provided by state and local governments;
- Support the marketing and circulation of information about programs, events, and exhibit spaces through flyer creation, social media campaigns, community calendar submissions, representing the organization at community tabling events, etc
- Maintain and organize exhibit programs and supplies, and Discovery Store items.
- Perform all duties of an Exhibit Attendant which includes greeting patrons, facilitating exhibit programs, cleaning and maintenance of the exhibits, and performing cash handling responsibilities;
- Occasional support of the program registration process including database management, processing payment/refunds, and performing communication to parents and students through phone and email communication
- Serve as a lead facilitator at Mountain Top Explorium's programs; as needed

REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Ability to pass a comprehensive criminal and driving history background check.
- A minimum of 460 hours of direct childcare experience and ability to qualify as a location lead based on standards set by Colorado State Licensing
- Holds or ability to attain a current department approved First Aid/CPR/AED Certification
- Wednesday & Saturday Availability

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)



- Proficiency in a variety of software applications including Google Workspace , Square, or other CRM oriented software.

SALARY

This position is paid hourly within a range of \$21-25 per hour, based on various factors including but not limited to experience, education, training, and performance. This position also provides a \$30 monthly cell phone reimbursement, plus other additional perks.

APPLICATION PROCEDURES

All applicants can apply on the Mountain Top Explorium website
<https://www.mountaintopbreck.org/employment>.

ACKNOWLEDGEMENT

This position description is not intended to be an exclusive list of all of the requirements, duties, tasks, roles or responsibilities associated with the position. Nothing in this position description restricts MTCM's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The MTCM is an "at will" employer, and MTCM employees may be separated from MTCM employment at any time and at the discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Mountain Top Explorium is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, pregnancy, or any other applicable status protected by state or local law. Mountain Top Explorium will consider providing reasonable workplace accommodations if needed.