



SUMMER EXPLORIUM & COMMUNICATIONS SPECIALIST

Position Title: Summer Explorium & Communications Specialist

Employee Classification: Full-time Seasonal - Hourly

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

Work Schedule: 32-40 Hours/week, End of May-End of August (Start date is negotiable)
Reports To: Executive 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, and Kids Night Out programs.

JOB SUMMARY

As an Explorium and Communications Coordinator, you will play a pivotal role in providing educational programming and facilitating engaging experiences for patrons aged 1-12 at Mountain Top Explorium. Your responsibilities will include developing and leading arts, crafts, STEM activities, and outdoor programming, as well as supporting the reimagining of exhibits through painting, graphic design, and minor construction. Additionally, you will provide excellent customer service, ensure health and safety standards are met, and maintain inventory for programs and the Discovery Store. In the communications aspect, you will coordinate external communications, manage social media and email marketing, and assist with content creation through photography, videography, and drafting content for various mediums. **Spanish speaking ability is not required but strongly preferred.**

Explorium Responsibilities

- Develop and facilitate educational programming which can include arts and crafts, STEM activities, or outdoor based programming for Explorium patrons ages 1-12 years of age as part of our Kids Night Out program, Explorium Playdates, and general Explorium experience;
- Support the Reimagination of the Explorium exhibits which includes painting, graphic design, minor construction, and exhibit development;
- Provide customer service to all Explorium exhibit patrons which can include but is not limited to patron greeting, collecting payment, and answering phones/email;
- Ensure the Explorium is meeting all health and safety standards by cleaning and organizing the exhibit space throughout and at the end of the day;
- Maintain and organize all program supplies, Explorium exhibit inventory, and Discovery Store inventory..

Communications Responsibilities

- Coordinate and produce external communications for all aspects of Mountain Top Explorium including content collection/organization, social media, and email marketing;
- Support the content creation of the Explorium which includes basic photography and videography, the organization of photos, and drafting content for publication across a variety of mediums.



REQUIRED EDUCATION, EXPERIENCE, AND FORMAL TRAINING

- Ability to pass a comprehensive criminal and driving history background check.
- Experience working with children in a formal setting (summer camp, after school, early childhood education)
- Customer service background
- Ability to obtain First Aid and CPR

PREFERRED EXPERIENCE, LICENSE OR CERTIFICATIONS

- Spanish fluency (verbal and written)
- Creative or artistic background
- Proficiency in a variety of software applications including Canva, Google Workspace, Smug Mug, mailChimp, Square, or other CRM oriented software.

SALARY

This position is paid hourly within a range of \$20-25 per hour, based on various factors including but not limited to experience, education, training, and performance.

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.