**Gallery Engagement Coordinator**

Reports to: Director of Education and Engagement

Status: Full-time, hourly, non-exempt

Hours: 40 hours per week, scheduled flexibly to meet program needs; weekends required

**Job Summary:** The Gallery Engagement Coordinator plans, develops, and implements interactive guest experiences both in-gallery and in the digital space. Utilizes the museum’s teaching collection to create opportunities to engage guests with hands-on art, science, history, and achievement. Coordinates and maintains Gathering Galleries as spaces for interaction and reflection within the galleries. Works to align programming with the personalized interactive achievement (PIA) plan and museum affinities.

**Essential Responsibilities:**

* Collaborate with curatorial staff to develop and design engaging exhibition interpretations, interactives and guides, including digital components and gathering galleries; create visual, auditory, kinesthetic, and spatial-temporal components that complement the objects in the galleries.
* Partner with curatorial staff to train and support museum educators and volunteers on exhibition content and engagement strategies.
* Integrate digital gamification and achievement-based learning into programming.
* Ensure gallery programming addresses museum affinity groups as appropriate.
* Coordinate video and social media technology to enhance and distribute programming.
* Assists with content creation and talent coordination for regular programs such as Spark Stations, gallery talks, and tours.
* Oversee the 3D Studio and ensure appropriate staffing to activate the space as needed.
* Evaluate the effectiveness of gallery engagement programming, and make modifications as appropriate.
* Collect data on guest engagement in galleries, and make recommendations for improvements to exhibitions that would support guests’ learning experiences.
* Write weekly email to constituents sharing interesting objects and stories from the museum’s current exhibitions or collections.
* Help execute other educational programming as needed.
* Other duties as assigned.

**Job Qualifications**:

* Bachelor’s degree
* 2 years of experience in education or museums, public engagement, or project management
* Excellent written and oral communication skills; comfortable with public speaking
* Innovative, creative thinker who gets the job done
* Collaborative and team-oriented, yet with the ability to work independently
* Have a passion for and knowledge of the community and the museum’s mission
* Strong organizational skills and the ability to manage multiple projects simultaneously
* Ability to operate audiovisual equipment and technologies for programs
* Experience with Microsoft Office, Google Suite, and ability to use the museum’s administrative software
* Confident and quick learner with new technology
* Must be able to work evening and weekend events as needed

**Essential Functions (ADA):**

* Ability to work a full-time schedule which may regularly include evenings, weekends and some holidays.
* Ability to communicate and interact verbally, both in person and over the phone.
* Ability to use personal computers and other office equipment effectively.
* Repetitive motion: substantial movements (motions) of the wrists, hands, and/or fingers is required.
* Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects.
* Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
* Ability to reliably travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Employee, please print)

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mission**

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors and members, board and advisory councils, Visionary Society donors and sponsors, civic leaders and community collaborators, students and educators, innovators and entrepreneurs, and volunteers and staff.