



Engagement Coordinator

Reports to: Museum Director and Outreach Assistant

Hours: Approximately 5 hours/week but flexible based on student's availability

Compensation: \$10/hour

Position Summary:

The Engagement Coordinator oversees the planning and implementation of outreach programs that engage different publics at the Museum of Natural History. In particular, The Engagement Coordinator will be part of all aspects of event planning and management, including formulating event activities, organizing event logistics such as set up, take down, and identification of necessary supplies, and supervising the event to ensure its success. The intern is also encouraged to conceive of new potential programs that promote the mission of the museum. The largest events on the museum 2021-2022 academic calendar include the Friends Group Kick Off Reception and Destination Infestation during the Fall semester and National History Day and Collection Crawl during the Spring Semester.

Position Requirements:

The Engagement Coordinator must be enrolled in at least 12 undergraduate credits with UWSP, be in good academic standing, and maintain a 3.5 in-major GPA. The events coordinator should have experience being a part of event planning (i.e. brainstorming, preparing activities, promotion, budgeting, executing an event, staffing an event, etc.). The Engagement Coordinator should possess strong leadership and problem-solving skills, excellent written and oral communication skills, and be detail oriented, enthusiastic, creative, and self-motivated. Previous experience in event planning or judging National History Day is a plus. The ability to take direction, work independently and meet pre-assigned deadlines is necessary.

Job Functions:

Projects will be assigned based on priority and the intern's experience/abilities.

Performance expectations include the following:

- Assist museum staff in coordination of museum, campus and community events
- Plan, prepare, and execute museum events
- Help to strategize promotion of museum events through several mediums
- Coordinate budget and staffing needs in consultation with museum staff
- Provide recommendations for improvements of events held by the museum
- Effectively communicate with the museum staff regarding the progress of the project
- Work with other organizations (such as the Wisconsin Historical Society, Planetarium, and Curators Committee) to ensure the smooth implementation of events
- Develop and maintain positive working relationships with UWSP employees or students involved in the assigned project

Learning Outcomes:

As Engagement Coordinator, the Pathways Intern will be able to:

- Complete multiple experiential learning projects by overseeing the development of engagement programs at the Museum of Natural History
- Collaborate by working with museum staff and other key stakeholders to ensure timely completion
- Assess public outreach programs by providing a final report about the strengths and weaknesses of the museum's public engagement efforts