

ACRM Programs Specialist Position Description

The American Computer & Robotics Museum (ACRM) seeks a creative and dedicated Programs Specialist to develop, launch, and grow the museum's revenue-generating community programs. The Specialist will need to bring to the position relevant experience and an understanding of informal education. They will have an understanding of the museum's mission and a desire to effectively grow the museum's youth and adult audiences.

ACRM is a 501(c)(3) organization, and has been a mainstay of the Bozeman cultural scene since its founding in 1990.

Duties and Responsibilities

- Develop, manage, and run revenue-generating community programs to foster learning and engagement for museum visitors of all ages, under the direction of the Executive Director.
- Plan, manage, and coordinate school programs to include developing curriculum, logistics for onsite school visits, tracking and reporting of school attendance, and communicating effectively with teachers and schools.
- Evaluate programs for effectiveness, and recommend new programs or program changes; track services provided, monitor results, and generate operational reports as needed.
- Supervise and direct staff and volunteers as needed with programs.
- Work with the Executive Director to develop program budgets as needed, and to regularly assess program profitability and impact.
- Must be able to work some weekends and evenings as needed, planned in advance.

Required Qualifications

- Bachelor's degree and 2 years of experience working in an informal education setting, or an equivalent combination of relevant education and/or experience.
- Demonstrated success in creating programs for a variety of learning styles in an informal educational setting.

Preferred Qualifications

- Bachelor's degree in education, museum studies, museum education, or similar field.
- Demonstrated experience planning, implementing, and leading educational programs.
- Independent self-starter; able to multitask and problem solve; excellent written and oral communication skills.
- A passion for robotics, computing technology, and the history of science.

This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements, but a general description of the job. Nothing contained herein restricts ACRM's rights to assign or reassign duties and responsibilities to this job at any time.

Salary Range: \$38-42,000/year, DOE

Schedule: 40 hrs/week, some remote work available

Benefits: 2 weeks paid time off; 7 paid business holidays throughout the year; 40 hours of personal time/sick leave; No health or other benefits offered for the position at this time.

Desired Start Date: Upon completion of a successful search

To apply: Please send resume, cover letter, and the names and contact information for three professional references to: employment@acrmuseum.org

Screening of applicants will begin on March 1, 2024. Applications after that date are encouraged and will be accepted until the position is filled.