



WonderLab Museum – Bloomington, Indiana

Position Description

Position Title: WonderLab Education Coordinator

The WonderLab Education Coordinator supports the planning, coordination, and implementation of educational programs and outreach initiatives that serve children, families, and adult learners. Working as part of the Education Department team, this role delivers engaging, science-informed programming both onsite at the museum and at community outreach locations.

The Education Coordinator supports the growing WonderLab Outreach program and collaborates with colleagues across departments to ensure programs, events, and partnerships are well organized and effectively communicated. The Education Coordinator supports the Museum Experience Team, and periodically serves in the Floor Manager role, helping ensure excellent visitor experiences and safe, welcoming gallery spaces.

Position Details

Status: Full time (40 hours per week), “flex-time” hourly (Fair Labor Standards category: “non-exempt”). This position is primarily on-site with option for remote work.

Reports to: Education Director

Salary: \$38,000 – \$40,000 Annually

Start Date: June 1, 2026

Applications accepted until May 1, 2026

Benefits: Full WonderLab benefits. Paid holidays and paid leave. Health, vision, and dental insurance benefits are available. Retirement Plan with employer match. WonderLab provides life insurance, long-term disability insurance, WonderLab membership at dual or basic family level and a 20% discount in the gift store. Training opportunities may include Red Cross Certification, Altru Blackbaud data systems and other opportunities through membership in the Association of Science and Technology Centers (ASTC).

Schedule / Location: Tuesday–Saturday; Onsite and offsite, some travel required, and with an option for remote work after the probationary period and as is appropriate.

Key Responsibilities

WonderLab General Outreach Program

- Work with organizations to schedule and plan offsite outreach events. Travel to and staff (self or schedule others) those events.
- Work with the Marketing Team to promote Outreach programs.

- Work with the Education Team in the creation of new outreach curriculums and materials.
- Schedule and lead trainings on outreach Hands-On Activity Stations and Science Shows.
- Track and record Outreach Program numbers on shared documents.
- Organize and implement Scouts programming.

Design, Coordinate, and Implement Educational Programs

- Work with the other Education Team members to research, develop, implement and evaluate new and existing educational programming, with particular focus on programming for elementary age children through adults through STEM Saturdays.
- Coordinate with other museum departments as needed to ensure program success.
- Support Education Department partnerships with regard to special programming.
- Maintain Education Department materials inventory and organization.
- Integrate WonderLab's Educational Philosophy into the gallery and program experience.
 - *Science teaching should expose learners to accurate facts, actual tools, and STEM.*
 - *Concepts and skills are developed through meaningful play and hands-on exploration.*
 - *Each learner is unique, with individual learning styles, preferences, and paces.*
 - *Learning is a collaborative endeavor. Learning and exploration is impacted and enhanced by parents, caregivers, and peers.*
 - *Learning happens best in stimulating, inviting, and supportive environments.*
 - *Learning is an ageless process fueled by questions and experiments where risk and failure are key.*
 - *Science teaching should strengthen science identities in all learners*

Support the Museum Experience Team:

- Provide a welcoming first impression to WonderLab visitors by maintaining neat and orderly appearance of exhibit galleries, lab rooms, café/vending area, and bathrooms; identify and address gallery maintenance and safety issues.
- Engage visitors at exhibits and activities by actively promoting a curiosity about science and encouraging inquiry-based science and playful learning.
- Supervise daily team of gallery volunteers, when appropriate.
- Present science demonstrations and activities as needed.
- Provide outstanding customer service and offer information and assistance to museum visitors. Assist visitors with special needs; e.g., checking out the museum's wheelchairs and offering other assistance as needed.
- Facilitate group visit logistics during scheduled times.
- Implement safety, emergency and lost child procedures, as outlined in the Emergency Action Plan.

Additional Responsibilities*

- Comply with all administrative policies and procedures described in the employee handbook
Attend specified staff meetings and trainings, including emergency training procedures.
- Attend conferences and trainings that support our work at WonderLab and support personal professional growth in informal science education and museum work.
- Form relationships with peers in similar roles at other museums or institutions.

- Learn specific software (e.g. FareHarbor) functions as needed for outreach and other duties relevant to the position.
- Other duties as assigned.

**As capacity allows and based on organizational needs*

Required Qualifications

- College or associate degree with science course work and/or education course work or related field
- Experience working with children and/or families
- Experience developing, coordinating, and presenting public programs, including comfort with public speaking and engaging audiences.
- Proven ability to work independently in a fast-paced, team-oriented environment, with ability to multitask and meet deadlines
- Comfort using varied communication tools, such as email, telephone, Zoom, and in-person meetings and visits, in planning programs and establishing community partnerships
- Comfort with Google Workspace, Microsoft Suite, and online planning tools
- Valid driver's license and Red Cross certification in CPR and First Aid, or willingness to become certified

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role. The position involves prolonged sitting and computer use, occasional standing and walking, and frequent use of hands for typing or handling office equipment. Strong visual and oral communication abilities are required. The role may involve occasionally lifting and transporting equipment (up to ~25 lbs.) and travel.

WonderLab is an Equal Opportunity Employer

WonderLab is proud to be an equal opportunity employer and considers diverse skill sets and experiences among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, number of dependents, or any other legally protected status.

To Apply

- Fill out the WonderLab Job Application: <https://wonderlab.org/wonderlab-job-application/>
- The application must include a cover letter, resume, and contact information for three (3) references.

Applicants must be able to show proof of eligibility to work in the United States. Applications accepted until May 1, 2026. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Can't check off every requirement listed above? Please apply anyway! WonderLab is dedicated to building an inclusive team with a wide variety of experiences and skill sets. You may be just the right candidate for this role or another one of our openings.