Children’s Imaginarium
Operations and Community Engagement Coordinator
Wausau, WI

Title: Operations and Community Engagement Coordinator
Reports to: Executive Director

Organization Overview:
Children’s Imaginarium is a grassroots 501c3 nonprofit opening Fall of 2023. The museum will be a place for kids to learn, parents to engage, and families to connect and will be a cornerstone in the downtown redevelopment project. The Board of Directors is seeking an Operations and Community Engagement Coordinator to work closely with the Executive Director and Program Coordinator to ensure smooth operations and exceptional experiences for children and families.

Job Summary
The Operations and Community Outreach Coordinator plays a crucial role in the successful operation and growth of Children’s Imaginarium. This position is responsible for managing day-to-day operations, coordinating community outreach initiatives, and supporting all departments within the museum.

Responsibilities:
• Oversee the overall operations of the Children’s Imaginarium, ensuring smooth functioning of exhibits, facilities, and visitor experience.
• Develop and implement operational policies and procedures to ensure efficient and safe operations.
• Coordinate with various departments to ensure seamless collaboration and communications.
• Work with Program Coordinator to develop and execute community outreach strategies to engage with local schools, organizations, and families.
• Create marketing plan to promote programs and events through various channels, such as social media, newsletters, and website updates.
• Assist in planning and coordinating special events and fundraisers.
• Recruit, train, and supervise volunteers to support museum operations, events, and educational programs.
• Develop volunteer and staff schedules, assign tasks, and provide ongoing support and guidance.
• Foster a positive and inclusive work environment for staff and volunteers, ensuring effective teamwork and collaboration.
• Address visitor inquiries, concerns, and feedback in a timely and professional manner.
• Manage the Museums information and data systems.
• Lead efforts to maximize innovation, creativity, efficiency, results, and productivity.
• Develop and manage the organization’s operational budget.
• Work with the Executive Director to accomplish the goals, objectives, and strategic plan of the Organization.
• Assist with other tasks as needed.

Qualifications:
The ideal candidate will have strong interpersonal communication skills with the ability to manage multiple projects simultaneously. Self-directed, energetic, team player, and proven experience in thinking strategically. Other key attributes include strong understanding of STEM education principles and practices, organizational and project management skills, ability to collaborate effectively, and a passion for working with children and families.

A Bachelor’s degree is required or a minimum of three years’ experience in related field. Nonprofit, Project Management, and Marketing experience would be preferred but not a requirement.

Compensation:
Salary range is $50,000 - $55,000 and will be determined based on experience. Benefits include flexible work schedule, competitive PTO package, employer matched retirement plan.

To apply:
Interested candidates should submit resume and cover letter articulating your interest and qualifications via email to: info@childrensimaginarium.org.

This position will remain open until filled; applications will be reviewed as they are received.

www.childrensimaginarium.org