

Museum of Discovery

Network Assistant

Job Description



Job Summary: Working under the supervision of the Discovery Network Director, the Network Assistant develops and provides administrative and marketing support.

Department: The Discovery Network

The Discovery Network, a statewide program of the Museum of Discovery, supports other educational entities in their efforts to bring quality STEAM (science, technology, engineering, arts and math) education to children and their families. The Network provides high-quality professional development and training opportunities to its members.

Reports to: Discovery Network Director

Education: Bachelor's Degree preferred (business administration, marketing, etc.)

Experience: Bookkeeping, secretarial and receptionist duties, marketing and social media management experience preferred

Workplace Values:

We are looking for employees who exemplify our company values:

- Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- Embracing Change* – We are always open to new ways to improve employee engagement.

Special Skills and Personal Attributes:

- Ability to work as an independent problem-solver with attention to detail
- Strong organizational skills and an ability to coordinate many activities simultaneously
- Strong written, verbal, presentational and interpersonal skills
- Excellent communicator and creative thinker
- Marketing and social media management preferred
- Desire and ability to work as part of a team
- Familiar with word processing, spreadsheets, calendars, photography and video equipment and graphic design software
- Flexibility in work schedule to allow for some travel and intermittent weekend and evening work
- Outgoing, friendly, approachable and helpful
- Capable of lifting 25 lbs. overhead regularly

Job Responsibilities:

- Maintain Discovery Network calendar and communication with constituents
- Manage budgets, reconcile credit cards and oversee other financial and grant compliance records
- Create and administer contracts for memberships, traveling exhibits and Network services
- Provide administrative support for Discovery Network programs (scheduling transportation and meeting space, arranging meals, purchasing supplies and communicating logistics)
- Coordinate Network deliverables to all member organizations including but not limited to coordination of tinkering kit leases, scheduling trainings, Tinkerfest and Network workshop registration.
- Attend staff meetings, assist with Museum of Discovery programs as determined by Network Director
- Develop and manage marketing content (including website, newsletters, blog posts, reports, webinars, infographics, etc.)
- Build and manage the Discovery Network's social media profiles and presence, including Facebook, Twitter, LinkedIn, and additional channels that may be deemed relevant
- Run regular social promotions and campaigns and track their success (e.g., Twitter chats, LinkedIn discussions, etc.)
- Assist Chief Marketing Officer as determined by Network Director
- Other duties as defined and assigned by the Chief Executive Officer and Network Director

Please send your resume, a cover letter and three references to
pgay@museumofdiscovery.org or by mail to: **(no phone calls please)**

Pody Gay

Museum of Discovery

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