Museum of Discovery
Museum Educator: Girl in STEM Specialist
Job Posting

Do you believe every girl has the potential to change the world through science and technology? Are you energized by hands-on learning, community connection, and inspiring the next generation of innovators? The Museum of Discovery is looking for a passionate, creative, and driven educator to lead our Girls in STEM program — a flagship initiative dedicated to empowering girls 18 and under to see themselves as the problem-solvers, engineers, and scientists of the future.

This is more than a teaching job. You'll build a program, shape a community, and spark curiosity every single day — both inside the museum and through outreach across Arkansas.

ABOUT THE ROLE

As the Girls in STEM Specialist, you will own the full lifecycle of our Girls in STEM program: recruiting participants and mentors, developing curriculum, managing partnerships with colleges and industry leaders, and delivering unforgettable experiences. You'll also serve as a core member of the museum's Education team — facilitating live science shows, leading field trip groups, and engaging guests of all ages on the museum floor.

This role thrives at the intersection of program management and showmanship. If you love making science accessible, equitable, and genuinely fun — you'll feel right at home here.

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.

WHAT YOU'LL DO

Program Leadership

- Plan, coordinate, and run the Girls in STEM summer program and year-round opportunities
- Recruit and retain program participants, mentors, and sponsors
- Develop curriculum, hands-on activities, and collaborative experiences with college and industry partners
- Track and analyze program evaluation and demographic data; produce annual reports for stakeholders
- Manage program budget and ensure expenditures stay on track
- Recruit, hire, train, and supervise program staff, interns, and volunteers

Museum Education

- Deliver live performance science shows, classroom-style labs, and tinkering activities
- Facilitate engaging experiences for school field trip groups and general museum guests
- Reset and maintain interactive exhibits; respond to guest needs throughout the day

- Represent the museum at off-site outreach events and community networking opportunities

Community & Administration

- Cultivate and maintain relationships with community partners, funders, and collaborators
- Support the development team in funder cultivation and program visibility efforts
- Ensure programming is developmentally and culturally appropriate at all times
- Maintain accurate records, participant data confidentiality, and timely completion of paperwork

WHAT WE'RE LOOKING FOR

Required

- A bachelor's degree (preferred) or equivalent experience in education, STEM, or a related field
- 2+ years of customer service experience
- At least 1 year in program coordination, volunteer support, or community collaboration
- Experience delivering educational content, facilitating training, public speaking, or performance
- Classroom management or teaching experience
- Valid Arkansas driver's license and reliable transportation
- Proficiency in Microsoft Office and Google Suite

You'll Stand Out If You Have

- Experience with STEM programming and curriculum development
- Knowledge of quantitative and qualitative program evaluation methods
- A track record of building and sustaining community partnerships

WHO YOU ARE

- Enthusiastic and energetic — you bring infectious positive energy to every room
- Adaptable — you thrive in dynamic, fast-paced environments and pivot gracefully
- A communicator — equally skilled at inspiring a 7-year-old, presenting to funders, and managing a database
- Mission-driven — you genuinely believe in equity in STEM and in the power of youth programs
- A team player — you collaborate, support others, and do your part to make relationships successful

SCHEDULE & DETAILS

- Full-time position
- School year schedule: Tuesday – Saturday
- Summer schedule: Monday – Friday
- Some evenings and special events required
- Starting Salary Range: $40,000 - $42,000

Ready to Inspire the Next Generation?

We'd love to hear from you. Apply today by sending your resume to: awalters@museumofdiscovery.org

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The Museum of Discovery is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.