



Innovation Station **Supervisor**

Distinguishing features of work:

The Innovation Station: Lab and MakerSpace is a platform to engage children and families in STEAM (Science, Technology, Engineering, Art and Math) through innovative, hands-on learning experiences. It is a space where families create, make, discover, investigate, and invent. The space gives children a chance to apply problem-solving skills, test and revise their ideas, experiment, collaborate, and just have fun.

The MakerSpace allows children and families to use real tools and different materials to design, make, tinker, and create projects on their own while concentrating on the process not the product. This is a space where we encourage learning, prototyping, sharing of ideas, productive failure, thinking and collaboration.

Deconstruction Days allows children and families to use real tools to take apart and explore pieces of technology. Additionally, children are asked to sort the components they take apart into various bins to learn more about what goes into technology and how to safely dispose of technology.

The Lab offers STEAM curriculum on subjects like, chemistry, biology, engineering, nanotechnology & physics on Saturday mornings. The Station also has STEAM based leave out activities throughout the month. Though staff occasionally lead these activities, community partners are regularly invited to share their expertise during this time.

STEAM Challenge workshops allow parents and children to collaborate on a challenge that requires them to apply various STEAM principles and problem-solving skills.

The Innovation Station has traditionally been open from 5pm to 7pm Thursdays, 10am to 12pm Friday, and Saturday, and from 2pm to 4pm Saturday and Sunday. These times are currently in flux dependent upon the Museum's reopening plan during the COVID 19 pandemic.

Up to 20 hours a week (\$13/hr.)

Required knowledge, skills, and abilities:

- Must have previous experience working with children
- Ability to work up to 20 hrs. per week including Saturdays and Sundays, with occasional afternoons and evenings for scheduled events and programs
- Classroom hours in Science Education, Elementary Education, Secondary Education, Child Development, or a related major supplemented by relevant work experience; Or any other schooling, training and experience that provides the required knowledge, skills, and abilities.
- Must have a firm grasp of a variety of STEAM concepts and be able to convey them in a way that is accessible to all children
- Must be comfortable using tools such as hand drills, saws, screw drivers, etc. and be comfortable teaching guests how to use them properly and safely
- Experience with hands-on, interactive curriculum delivery methods and experience with or ability to learn, understand, and leverage virtual learning delivery methods
- Ability to maintain respectful program environment, classroom management skills
- Must be comfortable with having a role of responsibility
- Solid oral, written, and computer communication skills and collaborative work ethic required
- Must be well organized and be able to handle multiple tasks at the same time with little supervision

- Fully versed in Microsoft Office
- Ability to learn, understand, and leverage the museum operating system, Altru
- Ability to learn, understand, and explain content related to Science, Technology, Engineering, Art, and Math
- Attend museum staff meetings as designated
- Ability to establish and maintain positive and effective working relations with Town officials and employees, ISU professors and students, Community Partners, and museum staff
- Must pass a criminal background and reference check
- Must have a valid driver's license

Responsibilities Include:

- Collaborate with other professional educators to provide quality STEAM learning opportunities
- Collaborate with the Art Studio supervisor and the School & Community Outreach Educator on projects, programming, and outreach
- Ability to respectfully manage and discuss multiple perspectives and come to a constructive consensus when collaborating with others
- Decide, create, prepare, and implement Lab and MakerSpace activities
- Set up, clean up, and maintenance of activities in the Innovation Station as well as descriptions of how the space should be maintained by floor staff when not directly managed by Innovation Station Supervisor
- Purchase and manage supply needs, manage relationships for donations of supplies
- Manage supply budget
- Design and implement Free Floor programming
- Design and implement family programs
- Design and implement STEAM related programming for special events at the museum and assist with Community Events
- Train experience crew, volunteers, and interns on how to maintain the Innovation Station
- Creating and maintaining relationships with community partners to assist in offering quality programming in the Innovation Station
- Maintain communication with Education Manager of ongoing progress of the program including statistical information and assessment
- Assist with grant applications
- Additional tasks as assigned

Schedule Requirements: Availability on most Thursdays, Friday, Saturdays, and Sundays, schedule has some flexibility for hours outside of regularly scheduled programming, occasional evenings

Applications Due: Open until filled

Please send Resume/CV and application to Rachel Carpenter, Education Manager at rcarpenter@normal.org