

Position: Outreach Coordinator
Reports to: Education Manager
Status: Full-time
Schedule: 40 hours/week. Variable schedule. Evening and Saturday/Sunday availability is required.
Compensation: \$40,000 - \$50,000 annually

Objective: The Outreach Coordinator will develop, coordinate, and oversee the implementation of The Discovery's mobile STEM programming and curriculum and mobile planetarium programs. The schools and community events throughout Nevada and Northern California. This role blends direct program delivery with administrative coordination and relationship management to ensure high-quality, engaging, and impactful science learning opportunities outside the museum's walls. The Outreach Educator is expected to support the museum's vision and share the values of transformation, inspiration, inclusion, trust, and fun.

Job functions: The duties and functions of this position include, but are not limited to:

- **Programming and Presentations:**
 - Deliver engaging, hands-on STEM outreach programs at schools and community sites across Nevada and Northern California.
 - Prepare, transport, and maintain program materials and equipment, ensuring readiness and adequate supply levels.
 - Facilitate both live and automated mobile planetarium presentations.
 - Maintain safe learning environments and enforce all safety protocols and museum standards.
- **Curriculum and Program Development**
 - Design, develop, and refine outreach programs including workshops, assemblies, festival booths, and planetarium shows.
 - Align programming with PreK–12 standards and order of instruction.
 - Utilize evaluation data and feedback to iterate and improve program impact.
 - Train Educators on outreach programming and protocols.
- **Sales and Guest Service**
 - Oversee all outreach reservations by coordinating logistics with sites, processing payments, tracking attendance data, and preparing confirmation materials and contractual agreements.
 - Establish and maintain communication with members of the school staff about logistics, student needs, and aspects of the school programming and onsite visits.
 - Work closely with school staff and administrators and maintain relationships to help achieve revenue goals.
- **Vehicle Safety**
 - Travel regularly to school and community sites, including multi-day regional trips.
 - Operate museum vehicles safely and in compliance with all traffic laws and organizational policies.
 - Maintain vehicle and equipment condition and report maintenance needs promptly.

- **Budget and Data Management**
 - With the Education Manager, develop and manage the outreach program budget, including forecasting expenses, tracking expenditures, and ensuring cost-effective use of resources.
 - Maintain current and accurate records, including reconciliation of receipts associated with assigned credit cards, teacher surveys, student evaluations, etc.
 - Implement and compile evaluation data to measure satisfaction and effectiveness.
- **Other**
 - Attend mandatory meetings and training sessions.
 - Support all core museum operations, including field trips, floor programming and demonstrations, birthday parties, Camp Discovery, rentals, and special events.
- **Other duties assigned by the President/CEO**

Requirements: The ideal candidate is a dependable, self-motivated professional who thrives in a fast-paced, people-centered environment and can manage multiple priorities effectively. This individual demonstrates strong attention to detail, flexibility, and a commitment to delivering exceptional guest experiences.

Superior written and verbal communication skills are required, along with strong public speaking and classroom management abilities across diverse audiences and age groups.

Additional requirements include:

- Passion for STEM education and informal learning
- Ability to lift up to 50 lbs. independently and up to 100 lbs. with assistance
- Ability to drive long distances and travel independently
- Valid driver's license, proof of insurance, and clean driving record
- Bilingual Spanish/English required
- Bachelor's degree in science, education, or related field
- 3–5 years of teaching experience (formal or informal settings preferred)

Pre-employment background check and drug screening are required.

Environment: This role requires walking, standing, and sitting (including on the floor) for long periods of time. Basic computer operation and research will be completed both remotely and in an office setting.

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance. The Discovery is a drug-free workplace.

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