

TRAINING AND RESOURCE DEVELOPMENT SPECIALIST JOB DESCRIPTION

The Association of Children's Museums (ACM) seeking a creative, thoughtful, and energetic Training and Resource Development Specialist. The person in this new role will create, develop, implement, and conduct trainings and develop online resources for ACM member museums around the [Freeman Foundation Asian Culture Exhibit Series](#), and for museums participating in [Museums for All](#), a national access initiative of the Institute of Museums and Library Services, administered by ACM.

As a Training and Resource Development Specialist, you will play an integral role in creating, facilitating and executing training opportunities and developing online resources that help museums and their staff optimize their experiences with these two programs. You will have the flexibility to design and organize trainings and resources by combining creativity, research, and analysis of existing materials. Planning and coordination will provide you an opportunity to work with other ACM colleagues on an interpersonal level. You will also have the chance to collaborate with other talented professionals who participate in trainings and/or inform online resources. You will manage the evaluation of created offerings to assess their effectiveness and ability to engage and make revisions based on user feedback. This job is a perfect fit if you enjoy working with people, sharing helpful information and using your creativity.

The Training and Resource Development Specialist is a grant funded position, full-time, exempt position reporting to the Director of Strategic Initiatives. Specific responsibilities include, but are not limited to, the following:

- Assesses training and resource development needs through review of previous evaluation and listening session feedback, as well as through ongoing communications with program participants and ACM staff.
- Creates, organizes, plans, and presents various forms of engaging trainings on topics that derive from evaluations and feedback.
- Develops unique online resources and toolkits to fulfill program participants needs. Works with the ACM team on prioritizing resources and rollout of resources, as well as look and design of resources and toolkits.
- Creates and/or acquires training procedure manuals, guides, and materials.
- Presents training using various forms, forums and formats including group discussion, lecture, simulations, and videos.
- Maintains records of training and resource development activities, attendance, and results of assessments and feedback.
- Evaluates training and resource effectiveness.
- Assesses methods of training and communications to select the options that will best aid in the delivery of concepts and information that is memorable, effective, and engaging.
- Develops and maintains knowledge of trends in training and resource development.
- General administrative duties, such as coordinating training logistics, invitations and scheduling, working with ACM communications director to upload resources and toolkits, and monitoring how often online resources are accessed.
- Maintains records and reports of expenses.
- Performs other related duties as required.

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childrensmuseums.org

Qualifications and Skills

Required Skills/Abilities:

- Creative thinker with a belief in the vital need for creating access, equity and inclusion for all, and a passion for the positive power of helping children grow in empathy and cultural understanding.
- Demonstrated outstanding communication skills (speaking, writing, editing), with strong presentation skills.
- Experience with a variety of training/professional development methods.
- Ability to evaluate and research training and resource/toolkit options.
- Ability to design and implement effective training and create effective online resources and toolkits.
- Collaborative & flexible, with proven ability to grow positive relationships, internally and externally.
- Strong interpersonal skills, and the ability to work effectively and respectfully with diverse people and communities.
- Ability to prioritize tasks, work under time constraints, and manage multiple tasks.
- Proficient with Microsoft Office Suite and related program software.

Education and Experience:

- At least 2 years of training, professional development resource creation, providing instruction to groups of people, and/or adult education required.
- Familiarity with different teaching methods and online material creation.
- Bachelor's degree or higher in Training and Development, Education, Museum Studies or a related field preferred. A combination of education and work experience may substitute for the degree.
- Experience working in/with museums and/or associations a plus.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

The Training and Resource Development Specialist is a full-time, 32 hours a week, exempt, remote work eligible position reporting to the Director of Strategic Initiatives. Annual salary range is \$43,000-\$48,000 depending on experience, plus benefits. This is a grant-funded position through 2/28/2026.

To Apply, please send cover letter and resume to: jobs@childrensmuseums.org. Please list the position title in the subject line. Initial application screenings will begin April 20, with an ideal start date in late May/early June, though applications will be accepted until the position is filled.

About the Association of Children's Museums: In an increasingly complex world, children's museums provide a place where all kids can learn through play and exploration with the caring adults in their lives. There are approximately 440 children's museums in the U.S., which annually reach more than 30 million visitors. ACM provides leadership, professional development, advocacy and resources for its member organizations, Museums for All participating museums, and individuals.

Visit www.ChildrensMuseums.org to learn more about ACM.

ACM is committed to recruiting and maintaining a diverse staff; individuals from all backgrounds are strongly encouraged to apply. ACM is an equal opportunity employer.