

Part-time Educator Job Description



Job Summary: Part-time Museum Educators must have charismatic presentation skills and experience with exceptional customer service. Educators must be versatile in developing and delivering content to a variety of guests and may be assigned to take the lead for a particular audience or subject matter. Part-time Museum Educators will work 10 - 20 hours per week, the regular schedule is Saturdays from 8:30 am to 5:30 pm and Sundays from 12:30 pm to 5:30 pm. Schedules are dependent on seasonal workloads, educators must be available to work weekends and evenings. Weekday help is sometimes needed.

Department: Education Department

Reports to: Guest Experience Manager, or other manager as assigned

Education: Working toward a degree in a STEAM (Science, Technology, Engineering, Arts, Math) discipline, theater, education, or a related field. Relevant experience in customer service and presentation skills may be substituted in place of the education required.

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:

- Charismatic entertainment skills; can carry an audience with confidence.
- Flexible presentational skills that can make any content fun and engaging for a variety of ages.
- Portrays an infectious enthusiasm and positive energy, especially during busy situations.
- Has an approachable personality.

- Excellent verbal and written communication skills and effective interpersonal skills.
- Ability to organize time effectively and manage multiple tasks simultaneously.
- Proficient in the use of Google Documents and Microsoft Office applications
- Independent, self-directed learner with a strong curiosity and passion for learning, with an excitement for new challenges.
- Creative problem-solver.
- Ability to build and maintain strict confidentiality.
- After training, comfort around live animals and flammable chemicals.
- Valid driver's license, current auto insurance, and reliable personal transportation required.

Job Responsibilities:

- Part-time Educator responsibilities include providing exceptional guest experiences, presenting demonstrations, engaging guests in facilitated activities, presenting live theater shows for guests, managing birthday parties, and assisting with school groups, special events, early-childhood focused programs, and outreach.
- Ensure safety procedures are always followed.
- Interact with guests on the museum floor and facilitate proper use of exhibits.
- Assist in training volunteers and educators
- Provide assistance during museum events and initiatives.
- General cleaning, tidying, and maintaining inventory.
- Participate in education team and museum staff meetings and planning.
- Compile monthly attendance reports and submit by the assigned due date.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

To apply send a cover letter, resume, and 3 references to Carly Cate, ccate@museumofdiscovery.org (no phone calls please).