

MONTSHIRE MUSEUM OF SCIENCE JOB DESCRIPTION



POSITION TITLE

Science Educator

DEPARTMENT

Education

TITLE OF SUPERVISOR

Explainer Program Manager

SUMMARY OF DESCRIPTION

The Science Educator is a core member of the Montshire's Science Education team. As such, they are responsible for developing, coordinating, facilitating and evaluating inquiry-based, hands-on learning opportunities and programs that draw on the educational resources of the Montshire for the Museum's core audiences (children, youth, families, schools, teachers, and volunteers). This includes learning opportunities on the museum floor, with various indoor and outdoor exhibits, registered programming, and programming that serves school and community audiences. Wednesday through Sunday schedule. Temporary, 12-month position.

RESPONSIBILITIES

Programs for Children & Families

- Develops, coordinates and facilitates inquiry-based museum learning opportunities and programming on the museum floor with visitors, including the general public, groups, special audiences (e.g. early childhood, teens, adults, teachers, etc.)
 - Maintains cleanliness and organization of exhibits, program areas and related materials, supplies and equipment
 - Works closely with Visitor Services, Facilities, and Exhibits staff to ensure a clean, safe and working exhibit environment
 - Supports Volunteer Explainers, including regular mentorship, guidance, and supervision
 - Represents the Education Department on the weekends
- Develops, coordinates and implements registered programming for children and family audiences, including homeschool and afterschool programs at the museum and/or virtually.
- Develops, coordinates and implements school break camps (e.g. December, February, April) at the museum and/or virtually.

Programs for Schools & Teachers

- Implements Science Workshops for classroom audiences (at the museum, in schools/outreach, and virtually)

Programs for Youth & Community

- Supports the coordination and implementation of programming with/for youth-serving organizations and partnership providers.

Improvement & Administration

- Participates in grant-supported projects
- Participates in relevant education team and museum staff meetings and planning sessions; continuously supports department and museum efforts.
- Participates in program evaluation and program improvement activities, including data collection, documentation, and reflection.
- Tracks registration, participation, expenses, and revenues associated with programs

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Experience in teaching or guided facilitation, preferably in informal educational settings.
- Demonstrated understanding of informal learning and inquiry-based approaches to learning.
- Strong background in STEM disciplines, through undergraduate course work, graduate studies, professional work, and/or personal pursuits.
- Interest in and enthusiasm for working with visitors of all ages and backgrounds, including children, youth, families, and the educational community.
- Commitment to welcoming and inclusive learning opportunities for diverse participants.
- Interest in and ability to expand ability and understanding of skills, knowledge, and practices relevant to project efforts.
- Demonstrated ability to communicate science and engage children, families, and adults in learning experiences.
- Completed undergraduate degree, preferably with focus in education and a STEM-related field.

WORKING CONDITIONS

- Fast-paced, non-profit museum environment
- Must work well in both an individual and team setting
- Work includes teaching outside, including in inclement weather
- May be asked to drive the Museum vehicles, including minivans, small trucks or cars with trailer for long distances, for off-site programs
- May require regional travel
- Flexible thinking and ability to adjust expectations and actions as needed
- Able to lift and carry 50 pounds; able to climb stairs and ladders and to navigate outdoor landscape areas and hiking trails

WORK SCHEDULE

100% FTE (37.5 hr/wk), non-exempt, temporary position (12 months).
Wednesday-Sunday, 9:00am-5:00pm, occasional evenings.

COMPENSATION

Salary commensurate with education, skills and experience. No benefits.

The Montshire Museum of Science, Inc. is an equal opportunity employer (EOE).

Employee Name (print)	Employee Signature	Date
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Supervisor Name (print)	Supervisor Signature	Date
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Executive Director (print)	Executive Director Signature	Date
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