MONTSHIRE MUSEUM OF SCIENCE JOB DESCRIPTION

POSITION TITLE
Museum Educator, Public Programs (25–30 hours/week)

DEPARTMENT
Education

TITLE OF SUPERVISOR
Director of Education

SUMMARY DESCRIPTION
The Museum Educator, Public Programs, develops, coordinates and facilitates inquiry-based, hands-on learning opportunities and programs that draw on the various indoor and outdoor exhibits and resources of the Montshire for the Museum’s visitors. This includes learning opportunities on the museum floor, throughout the Museum’s outdoor exhibits and trails, drop-in and registered programs, as well as the Museum’s emerging making and tinkering programming. This position supports the coordination and implementation of weekday and weekend programs, special events, as well as the Museum’s Volunteer Explainer program. In addition, this position is responsible for maintaining cleanliness and organization of exhibits, program areas and related materials, supplies and equipment, as well as greeting and managing visiting group logistics.

RESPONSIBILITIES
Responsibilities include but are not limited to:

Program Development, Coordination & Facilitation
- Develops, coordinates and facilitates inquiry-based museum learning opportunities and programming on the museum floor with the all visitors, including the general public, groups, special audiences (e.g. early childhood, teens, adults, teachers, etc.)
• Develops, coordinates and facilitates inquiry-based drop-in and registered learning opportunities and programming for all visitors, including the general public, groups, and special audiences (e.g. early childhood, teens, teachers, etc.)
• In collaboration with Education Program Managers, supports the development, coordination and implementation of special events for the general public, groups and special audiences (e.g. early childhood, teens, teachers, etc.).
• In collaboration with the Education Department, maintains up-to-date marketing content and materials to promote a consistent schedule of daily, weekly, and monthly learning opportunities, programming and special events at the Museum.
• In collaboration with the Lead Explainer, supports and continuously improves the Volunteer Explainer program, including the development, implementation and coordination of daily, weekly, and monthly mentorship, guidance and supervision, meetings, trainings and learning opportunities, and consistent scheduling and communication with volunteer explainers.

**Museum Operations**
• Prepares and maintains resources, materials and equipment for facilitation of programs.
• Greets and assists visiting school groups
• Implements all procedures necessary for providing safe and successful learning experience for all visitors and groups.
• Maintains cleanliness and organization of exhibits, program areas and related materials, supplies and equipment
• Works closely with the Visitor Reception Staff, Facilities and Exhibits staff to ensure a clean, safe and working exhibit environment
• Familiar with Museum policies and procedures, including emergency procedures.
• Provides excellent customer service to visitors of all ages and abilities

**Museum & Program Support**
• 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.
• Works with the Education Department to track expenses and revenues associated with programs
• Supports Science Educators in facilitation of science workshops and educational programs in the museum and in the community, as needed.
• Represents the Education Department on the weekends
Other
- May be asked to drive the Museum vehicle for off-site programs
- May require regional and national travel
- Interest in and ability to expand knowledge of skills, tools, materials and practices relevant to project efforts
- Flexible thinking and ability to adjust expectations and actions as needed.
- Interest and enthusiasm for working with children, families, and the educational community
- Interest in and ability to work as a team with researchers and practitioners

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 and/or the Arts, through undergraduate course work, graduate studies, professional work and/or personal pursuits.
- Enthusiasm to work with visitors of all ages and backgrounds.
- Demonstrated ability to communicate science and engage children, families, and adults in learning experiences.
- Completed undergraduate degree, preferably with focus in education, a STEM-related field and/or the arts.

TIME COMMITMENT
- Part-Time, non-exempt position, 25-30 hours/week
- General Work Schedule: Weekends (Saturday & Sunday); as well as distributed hours during the week (M-F), to be determined with Director of Education.
- Work schedule may vary seasonally, to be determined with Director of Education
- May include evening hours

SALARY AND BENEFITS
Part-time, 65% FTE (25-30 hours per week), non-exempt position. Salary commensurate with education, skills and experience Montshire Museum benefits prorated on total annual hours worked.

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