

**Montshire Museum of Science Job Description**

**POSITION TITLE**  
**Science Educator**

**DEPARTMENT**  
Education

**TITLE OF SUPERVISOR**  
Director of Education

**SUMMARY DESCRIPTION**

The Science Educator is a full-time position and member of the Museum’s professional education team. Primary duties are teaching science in a variety of settings at the Museum and in outreach programs in schools and communities throughout Vermont and New Hampshire. The Science Educator is responsible for teaching, preparing for programs, and development and evaluation of new program types and science lessons. Projects and the specific teaching assignments may change from time to time, however, all teaching and program development is in service to helping the Museum meet its mission to engage all audiences in science through the joy of hands-on discovery. This position includes teaching a wide range of ages from preschoolers to adults and across a range of science disciplines based on programmatic needs.

In addition to program planning and teaching responsibilities, this position will also support the Education Department in a variety of program administration and communication tasks. These include supporting on-going program evaluation efforts, teacher professional development programs, and special projects.

**RESPONSIBILITIES**

*Responsibilities include but are not limited to:*

- School Programs Teacher: Teaching the wide variety of workshops at the Museum and in schools through Vermont and New Hampshire for students in grades K-8.
- Visitor Programs: Supporting Museum visitors, leading science activities at the Museum’s Science Discovery Lab, maintaining a presence in the exhibit halls to assist visitors with questions and use of the exhibits during specific periods. Supervising and supporting visitor program volunteers and part-time staff.



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- Programs for youth: Teaching and planning science, engineering, and making programs for youth, including out-of-school time programs for students in elementary, middle and high school, and special programs during vacation periods.
- Summer Camp programs: Teaching and leading summer camp programs in environmental education and/or engineering/making/or media creation.
- Special events: Leading and hosting special events for both families and adult audiences.
- Teach a variety of other education programs as needed, including community outreach and adult programs.
- Participating in program evaluation and improvement activities.
- Preparing and maintaining teaching resources and materials.
- Participate in education team meetings and planning sessions; support co-workers in department in on-going work as assigned by the Director of Education.
- Development of new science lessons and programs as assigned by the Director of Education.
- Assist the Director of Education in on-going department administrative activities, program evaluation tasks, and supporting school and teacher professional development programs.
- In consultation with Director of Education, develop and maintain a plan for professional development that meet personal and institutional needs for growth.

## **KNOWLEDGE/EXPERIENCE REQUIREMENTS**

- The individual in this position is expected to an excellent science educator
- Strong academic background in the physical and/or natural sciences.
- A minimum of 2 years combined experience teaching science in informal and/or formal environments.
- A bachelor's degree in science, education or a related field is required; a graduate degree is preferred.
- A demonstrated understanding of informal education and science education is required.
- Understanding of unique needs for summer camp programs, summer camp participants, and managing and supervising summer camp staff preferred.
- A demonstrated ability to develop science learning experiences appropriate for informal and formal learning environments.
- Experience teaching a variety of ages in a variety of educational environments and contexts.
- Creative educator, able to develop new programs that meet science and engineering learning objectives through innovative teaching strategies for all audiences.
- Excellent computer and analytical skills, comfortable with using and building expertise in new educational technologies.
- Excellent verbal and written communication skills, for both internal and external audiences.
- Excellent organization skills with attention to detail.

### **WORKING CONDITIONS**

- Teaching occurs in classrooms of different sizes, noise levels, temperature.
- Work includes teaching outside, including in inclement weather.
- Able to drive Museum vehicles, including minivans and small trucks long distances across New England, including with trailer.
- Able to adjust to unpredictable teaching and work situations encountered in outreach program in schools and communities throughout New England.
- Overnight travel will be required for specific outreach programs.
- Ability to work long days, up to 14 hours, as needed to accomplish specific program tasks, including in outreach situations.
- Able to lift and carry 50 pounds; able to climb stairs and ladders, and to walk outdoor landscape areas and hiking trails.
- Comfortable working with science equipment, large exhibit components, and biological specimens.
- Field work in local ponds, marshes, streams, fields, and forests for both teaching and specimen collection purposes.
- Working in fabrication shop with power tools.

### **TIME COMMITMENT**

Full-time, 100% FTE (37.5 hours per week), exempt position.

General work schedule: Tuesday–Saturday, 8:30AM—5:00PM.

Position will require occasional early morning, extended days and overnight stays for outreach travel; evening hours as needed for specific programs.

### **SALARY AND BENEFITS**

Salaried position. Salary commensurate with education, skills, and experience. Full Montshire Museum benefits.

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