

M	Position Title:	Museum Educator – Part Time
Exempt / Non-Exempt:	Non-Exempt	
Reports to:	Director of Education	
Date:	4/20/22	

Job Summary

The purpose of this position is to facilitate the growing number of educational programs at the Museum. The Museum Educator will report to the Director of Education and will be primarily responsible for implementation of educational programming as well as visitor services. This includes but is not limited to student tours, summer camp programs, birthday parties, planetarium facilitation, visitor service operations, outreach programs, and assisting at other Museum events as additional staff as needed.

Essential Duties & Responsibilities

- Facilitate educational programming at The Museum and Planetarium.
- Using excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public.
- Provide support for programming (includes evenings and weekends.)
- Assists with keeping exhibits and public areas safe and presentable to the public
- Other duties as assigned.

Qualifications and Experience

- Education - preferred: Bachelor's degree or higher in art, education, science education, history, museum studies or related field.
- Experience: Required experience working with children. Prefer experience managing and promoting programs and events and working with people of all ages. Experience working in a museum or cultural institution setting helpful as is experience working with volunteers.
- Required Skills: Strong organizational and communication skills, strong computer skills, ability to work independently and collaboratively, self-starter, strong research and writing skills.
- Required: Must be available to work weekends and evenings including overnights, and at least 10 hours a week.
- Preferred Skills: Knowledge of museum practices, and museum education standards, bilingual is a plus.
- Obtain successful child related clearances as required by the law, including Pennsylvania State Police Criminal Record Check, Child Abuse History Clearance and FBI Fingerprinting for Criminal Background Check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity.
- Specific vision abilities required by this job include close vision, and color vision
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, and talk or hear.
- Must be willing to follow current Museum health and safety protocols.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not normally exposed to weather conditions.
- The noise level in the work environment is normally moderate.