



**Position Description:** Museum Education Team Associate  
**Report To:** Museum Education Coordinator  
**Position Type:** Part-Time, Approximately 20 hours/week

**Summary:** Responsible for delivering the highest quality guest experience for museum visitors by leading programming on the floor for children and their families; consistently engaging guests and inspiring children's imagination through play and sharing an exhibit's educational connections with children's caregivers.

**Work Schedule and Conditions:** Average schedule of 20 hours per week over 4 days a week, anytime Sunday through Saturday. Evening and holiday work sometimes required. Museum Education Associates will be required to stand and move throughout the museum for extended periods of time and are occasionally required to assist lifting and carrying heavy materials.

**Primary Responsibilities and Duties include, but are not limited to:**

1. Providing the highest standards of customer service and care
2. Representing EdVenture in a professional manner when interacting with visitors
3. Working with staff to offer excellent museum exhibit specific programming and educational experiences for the guests. This will include costumed role play, large group presentations, and hands-on experiences/classes.
4. Responding effectively to visitor related issues including programming questions, concerns and exhibit issues.
5. Presenting educational programs to day camps, school groups and others when needed.
6. Working collaboratively with the museum's education and experiences team to execute signature EdVenture public programs and special events (sometimes after-hours).
7. Assisting with gallery space maintenance through proper cleaning, organizing and storing materials in appropriate areas.
8. Reporting conditions of the exhibits to the appropriate staff and performing first-line response to ensure the exhibits are safe for visitors
9. Participating in special activities and other projects as needed

**Knowledge, Skills and Abilities Required**

Minimum Qualifications: High School diploma required with prior experience in guest services, education, or museum operations or an equivalent combination of relevant experience and education. Must enjoy working with children and families, have pleasant personality, good interpersonal skills, professional appearance, and strong organizational skills. Must be able to communicate effectively with visitors and staff in a professional environment. Must have a commitment to diversity, work as a team player, ability to meet deadlines, good judgment in daily activities with limited supervision.

**Materials and equipment used:** Computers, tablets, and copier.