



Position: Museum Educator
Reports to: Director of Education Programs and Partnerships
Position Type: Full-time /non-exempt

EdVenture Children's Museum, the South's largest children's museum, seeks a Museum Educator to join its creative and dynamic team. Responsible for developing and implementing school and group programs, both at the museum and at off-site locations for students in grades K through 8. This position also develops and implements on-site camp programs during school holidays, breaks and summer vacation, as well as supports professional learning experiences for teachers.

Work Schedule and Conditions

Regular schedule of 40 hours per week, Tuesday through Saturday; flexible weekday and weekend schedule, in office and at school and community sites. Position requires lifting and carrying program kits and other heavy materials.

Responsibilities include:

- Ensuring that all programs are of the highest quality and meet the museum's mission and education goals.
- Developing and presenting programs to students in our onsite school and group programs, as well as outreach and extended day programs, including camps and afterschool offerings.
- Writing, developing, improving and expanding programs for our many audiences, including on-site field experiences, outreach programs, camps, and professional development.
- Coordinating special initiatives as they arise including, but not limited to scheduling, logistics, purchasing, other deliverables, and providing educational programming.
- Assisting in the training of all education programs delivered to EdVenture staff members.
- Procuring and organizing program resources and materials to accommodate all program needs.
- Developing conducting ongoing trainings of program guides on school and group programs.
- Assisting Education Team with organization-wide projects including marketing/promotional activities and events, grant writing, and data collection designed to demonstrate programmatic impact and effectiveness.
- Representing EdVenture in a professional manner when interacting with visitors and reporting safety and exhibit issues to appropriate staff as necessary.
- Participating in special activities and other projects as needed and performing related duties as assigned.

Knowledge, Skills and Abilities Required

Minimum Qualifications: Qualifications include BA/BS degree in elementary and/or middle school education preferred. Minimum of two years experience in education, child development or other related areas preferred. Applicant should have an understanding of hands-on and informal learning (especially maker education), a commitment to providing high quality guest services, and knowledge of evaluation techniques. He/she should have experience in program development, understanding of child and adolescent development, strong organization and communication skills, pleasant personality, good interpersonal



skills, professional and groomed appearance, commitment to diversity, ability to work as a team player, ability to meet deadlines, discretion and good judgment in daily activities. Excellent oral and written communication skills, strong interpersonal skills and demonstrate good judgment are necessary. Must be a proficient writer with excellent proofreading skills. Proficient with computer software, especially MS Office.

Preferred Education and/or Experience

Earned a Bachelor's degree (BA/BS) from four-year college or university with relevant work experience.

Materials and Equipment Used: Computer, phone, fax, calculator, copier and database systems.

Last Updated July
2017