



Museum Educator

Department: 1130

FLSA Status: Non-Exempt

Grade/Level: Regular

Job Type: Schedule TBD

Job Status: Full Time

Reports To: Director of Education

Amount of Travel Required: Occasional

Positions Supervised: Volunteers

POSITION SUMMARY

The Museum Educator is an energetic self-starter with a passion for creating and delivering high-impact educational programming for students and families. They think creatively about how to align student programming with school standards and design stimulating program experiences for students and families. The Museum Educator works with the Education Team to coordinate resources, staff, volunteers, and trainings to provide exceptional student and museum visitor experiences.

Essential Functions Statement(s)

1. Design and deliver highly attractive full-week and day camps for students age 4-14. Collaborate with community STEM and arts partners to enhance educational depth of programs.
2. Collaborate with classroom teachers on development of field trip programs for students in grades K-6. Generate learning experiences for school field trips that encourage student creativity, collaboration, critical thinking, and problem solving.
3. Create memorable science and/or art demonstrations and activities for deluxe birthday parties. Provide high-level of training for part-time staff on delivery of birthday-related programs.
4. Think creatively to design daily visitor experiences and outdoor classroom programs in the Susan Runyan Maier Sculpture Garden.
5. Collaborate with the Clay Center's Education Specialist and part-time Discovery Leaders to create fun, hands-on visitor engagement activities for school breaks that explore a variety of science and art topics.
6. Innovate new ideas to enhance existing Family Fun Day experiences. Coordinate the planning, staffing, training, supplies, and programming for each event. (Family Fun Days include Halloween Spooktacular, Holly Days, Noon Year's Eve and Eggstravaganza).
7. Collaborate with the Education Team to develop and implement an annual program schedule and budget.

Other duties as assigned

SKILLS & ABILITIES

Education: Bachelor's Degree (4-year college or technical school): Preferred

Experience: Experience in public interaction and presentation with an ability to connect with the general public and diverse age groups. Passion for visitor services and providing unique and engaging visitor experiences.

Computer Skills: Proficiency in MS Word, Excel, Outlook, and PowerPoint.

Necessary Requirements: Excellent and entertaining presentation skills; Ability to work in a team-based environment; Understanding of basic art processes; Ability to manage project budgets; Excellent written and oral communication skills; Strong interpersonal skills; Supervisory skills; High level of organization.

POSITION QUALIFICATIONS

Competency Statement(s)

Accuracy - Ability to perform work accurately and thoroughly.

Ambition - The drive to achieve personal advancement.

Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.

Business Acumen - Ability to grasp and understand business concepts and issues.

Communication, Oral - Ability to communicate effectively with others using the spoken word.

Communication, Written - Ability to communicate in writing clearly and concisely.

Consensus Building - Ability to bring about group solidarity to achieve a goal.

Creative - Ability to think in such a way as to produce a new concept or idea.

Customer Oriented - Ability to take care of the customers' needs while following company procedures.

Decision Making - Ability to make critical decisions while following company procedures.

Detail Oriented - Ability to pay attention to the minute details of a project or task.

Energetic - Ability to work at a sustained pace and produce quality work.

Enthusiastic - Ability to bring energy to the performance of a task.

Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.

Friendly - Ability to exhibit a cheerful demeanor toward others.

Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.

Interpersonal - Ability to get along well with a variety of personalities and individuals.

Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.

Organized - Possessing the trait of being organized or following a systematic method of performing a task.

Management Skills - Ability to organize and direct oneself and effectively supervise others.

Persistence - Ability to complete tasks or continue in a course of action in spite of opposition or discouragement.

Persuasive - Ability to influence others to change position or to adopt a specific point of view.

Relationship Building - Ability to effectively build relationships with customers and co-workers.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
 C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry 10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	O	51-100 lbs	N
Grasp	F	Over 100 lbs	N
Reach Outward	F		
Reach Above Shoulder	F		
Speak	F	Push/Pull	
Climb	O	12 lbs or less	F
Crawl	O	13-25 lbs	O
Squat or Kneel	F	26-40 lbs	N
Bend	F	41-100 lbs	N

WORK ENVIRONMENT

Indoors-Climate Controlled

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.