



Inspiring a lifelong love for learning through exploration and hands-on play.

JOB DESCRIPTION

JOB TITLE: Museum Educator

EMPLOYEE CLASSIFICATION: Full-time, non-exempt, paid time-off

WORK SCHEDULE: Varies - Monday-Sunday, 8:30 a.m. – 5:30 p.m. Occasional evenings required.

REPORTS TO: EXECUTIVE DIRECTOR

JOB SUMMARY: The Educator translates education theory into interactive play activities in the areas of science, technology, engineering, art, math (STEAM), health and literacy. Responsible for the development and implementation of educational content that meets core standards for all exhibits, programs, school outreach activities, and traveling exhibits. Models positive and considerate ways to enhance visitors' overall learning experience by making education fun. Has a passion for working with children and promotes the mission of the Flint Children's Museum (FCM) to inspire a lifelong love for learning through the power of play.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develops high quality, innovative programming that reflects the mission of FCM.
2. Fosters a dynamic, playful, comfortable and accessible educational environment.
3. Serves as the lead in developing educational programs that respond to the needs of the school community and maintains integration between the museum and the school system(s).
4. Direct responsibility for the implementation and evaluation of school programs including field trips, in-school programs, after-school enrichment, scouts, and the home school audience.
5. Directs classroom and gallery programs for all groups.
6. Prepares instructional materials, ensures setup, presentation and clean up for program activities.
7. Responsible for the development, implementation, and evaluation of special programs including monthly themes, quarterly changing exhibits, birthday parties, and other outreach/ special programs.
8. Responsible for ensuring adequate inventory of educational supplies.
9. Provides content training to Visitor Service Associates to enhance the guest experience.
10. Cultivates partnerships with community organizations and stakeholders to maintain FCM as a leader in early childhood interactive learning. Promotes meetings to identify needs and program opportunities.
11. Works with Executive Director for grant requests and program reports.
12. Responsible for accurate and complete program record keeping including participant contact information in coordination with the Associate Director.
13. Marketing responsibilities include writing program descriptions, contributing to lead articles and program photographs, providing content for social media postings, community calendars, and newsletters, as well as face-to-face meetings, outreach

events, and other “high touch” marketing methods to increase field trips and group reservations.

14. Serves as a member of the Management Team and actively contributes to annual plans to achieve operational goals.
15. Collaborates in annual budget preparation when necessary and participates in realizing the success of FCM.
16. Attends events and programs as a representative of FCM.
17. Consistently works in a positive and cooperative manner with all staff and promptly responds to visitor needs.
18. Maintains a safe environment by following and enforcing FCM’s standards and policies.
19. Participates in regularly scheduled staff meetings and ongoing trainings.
20. Remains current with FCM’s policies, standards and communications.
21. Performs additional tasks as assigned by the Executive Director.

QUALIFICATIONS:

1. Bachelors degree or higher in Education or closely related field.
2. Minimum three years experience in education or working with young children.
3. Experience with inquiry based hands-on learning methods.
4. Experience with research, development, implementation and oversight of programs in a museum or other learning setting required.
5. Ability to work independently with minimal direction.
6. Good verbal, written, and presentation skills required.
7. Experience with Microsoft Office Word, Excel, Powerpoint, and Outlook.
8. Must be able to prioritize and plan activities in a timely manner.
9. Ability to adapt to changes in the work environment and balance competing demands.
10. Flexibility and reliability to work occasional evenings, weekends, and special events.

PHYSICAL DEMANDS

1. Work is performed in an office environment and out of doors.
2. Must be able to climb, bend, stoop and reach.
3. Must be able to walk and/or stand for long periods.
4. Working in confined spaces is sometimes required.
5. Must be able to push, pull or lift at least 25 pounds.
6. Must be able to read and write various forms of material and recognize symbols and colors.

SUPERVISORY RESPONSIBILITIES

None.

Resumes and supporting documents should be sent to kroddy@flintchildrensmuseum.org. No phone calls please.

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