



Job Title: Museum Educator – Part-Time

Reports To: VP of Learning & Engagement

Status: Part-Time (20-30 hours/week); \$16-\$20/hour; Flexibility to work afternoons, evenings, and weekends

Last Revision: 1/17/2024

Summary: The Building for Kids' Museum Educator is an individual looking to build a stronger community for kids and their families and has knowledge and/or experience in the arts, sciences, humanities, and/or early childhood education. This mission-driven role is focused on leading activities throughout the museum, through facilitating educational programs including classes for school and childcare groups, family-group activities, drop-off camps, and off-site engagement activities with various community partners.

Responsibilities & Expectations:

- Uphold the museum's reputation as a safe space, where all are welcome, and programming is inclusive and accessible to all children and their grown-ups
- Facilitate educational programming, including classes for school and childcare groups, family-group activities, drop-off camps, and off-site engagement activities; with particular focus on the museum's after-school program and summer camp program
- Support the coordination and facilitation of events hosted by the museum
- Support the Visitor Experience Associates in maintaining daily operations and cleanliness of the museum
- Engage volunteers in programming activities
- Participate in ongoing personal development, education opportunities, and staff trainings
- Other duties as assigned

Experience & Qualifications:

- Energetic and engaging presence
- Experience working with children in an educational setting
- Experience engaging with diverse groups of people, including different ages and abilities
- Comfortable speaking in front of groups of people
- Comfortable working in a fast-paced, high-traffic environment
- Ability to adapt and adjust to environmental changes and to the needs of the people being served
- Exceptional communication skills
- Demonstrates exceptional customer service skills

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- Experience in or knowledge of early childhood development, special education, or human services
- Basic computer skills, with preference to knowledge of Microsoft applications
- Ability to work weekends and evenings

Work Environment: Work attire is casual with a shirt provided to the employee. The employee must be able to move or lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send resume to Beth Vanderloop, VP of Learning & Engagement:
bvanderloop@buildingforkids.org

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