

Georgia Museums, Inc.

Job Title: Assistant Museum Educator 1 (part-time)

EXEMPT (Y/N) N

DEPARTMENT: BWAM Education

REV. DATE: 3-23-2018

JOB CODE: EEO Class 2

**Supervisors: Director of Education
and Program Manager**

SUMMARY:

The Assistant Museum Educator coordinates school and group tours, as well as art projects, for a variety of ages for both in-house and outreach programming. The Assistant Educator works with the Education Program Coordinator and the Director of Education to develop and implement a myriad of education programs and activities related to the Museum's collection, and promotes all activities of the Museum with a special emphasis on the Education Department. All Education Department programs support the mission of the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned.

Gives tours to school groups.

Develops and implements both in-house and outreach educational, hands-on arts programs for children. This includes special events, weekly outreach programs (Boys and Girls Club and Hand of Christ Afterschool Program), summer camps and homeschool programs.

Works to strengthen programs based upon program evaluations.

Assists with docent training.

Trains and supervises Jr. Docents.

Assists the Education Department team to produce an annual children's art exhibit.

Compiles various monthly reports detailing department activities.

Gathers information needed for the preparation of the Education Department's Annual budget.

Creates and maintains meaningful relationships with area schools and teachers, assessing their needs and developing programs accordingly in conjunction with the Education Department staff.

Assists in the development of Education Department publications.

Works with Education staff to establish goals, objectives, and strategies as part of the Education Department's component of the Museum's Goals and Objectives document and works toward accomplishing those goals.

Attends meetings as required.

QUALIFICATION REQUIREMENTS:

Applicants should have a Bachelor's degree in Education, Art Education, Art History, Museum Studies or a BFA in a related field and three years experience in art education, studio art for children or related field. Additional education in art education or a related field may substitute for the experience on a year for year basis.

Excellent verbal and written communication skills, organizational skills, public speaking and problem solving skills are required. Must be able to walk and stand for up to 2 hours and have the ability to bend, stoop, and reach. Some daytime and overnight travel may be required. Must be able to lift 50 lbs. Visual acuity, good hearing, manual dexterity, and the ability to see a full spectrum of color are required. Experience with Microsoft Office is preferred. Ideal candidates have experience working with children in small and large group environments, are creative, flexible, and possess a team-building personality.

Applicants are expected to keep privileged information confidential and represent the Museum in professional circles and before the public in a manner that enhances the prestige and credibility of the Museum.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License, Teaching Certificate preferred but not required

WORK ENVIRONMENT:

Office, museum gallery and classroom environment, non-standard hours, generally within 8:00 a.m. to 6:00 p.m. Monday through Friday, extended hours and weekends probable. The noise level in the work environment is usually low to moderate, occasionally high.