

**GEORGIA MUSEUMS, INC.**

**Job Title:** Educational Program Staff II (Part Time)  
**EXEMPT (Y/N):** N  
**DEPARTMENT:** BWAM Education  
**SUPERVISOR(S):** Program Manager (Special Projects)  
**REVISION DATE:** 1-8-20

**SUMMARY:** Learn and conduct educational and enrichment programs for educational programs.

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

Conduct educational and enrichment tours and programs for school groups and scouting groups.

Assist AV Manager with AV needs for programs and events.

Assist with museum special events as scheduled.

Maintain a positive attitude and the ability to adapt to changes in daily itinerary on short notice.

Work with/as a team; be flexible, sociable, pleasant and respectful.

Arrive on time, at least 30 minutes before a program begins or as directed.

Be willing to learn new information on an ongoing basis, through hands on experiences.

Be comfortable with public speaking.

Provide excellent customer service.

Be responsible for ensuring high standards of professionalism in all areas of responsibility.

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.

Perform other tasks and projects as requested by supervisor.

Employee Initial and Date \_\_\_\_\_

Supervisor Initial and Date \_\_\_\_\_

**QUALIFICATION REQUIREMENTS:**

Preferred four-year college degree in Education, Art Education, Art History, History, Museum Studies, Media Arts or a degree in a related field; or an equivalent combination of education and experience. Excellent verbal and written communication skills, ability to interact with students, organizational skills, public speaking and problem solving skills are required. Must be able to walk and stand for up to 3 hours and have the ability to bend, stoop, and reach. 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. A willingness and adeptness for learning AV is required. A basic understanding of audio and video equipment (including maintenance, set-up, and operation) is a plus. Microsoft Office is preferred. Ideal candidates 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.

**WORK ENVIRONMENT:** Museum gallery and office environment, non-standard hours, generally within 8:30am-4:30pm, Monday through Friday with occasional extended hours and weekends. The noise level in the work environment is usually moderate.

Employee Initial and Date \_\_\_\_\_  
Supervisor Initial and Date \_\_\_\_\_