

Georgia Museums, Inc.

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

EXEMPT (Y/N) N

JOB CODE: EEO Class 2

DEPARTMENT: BWAM Education

Supervisor: Programs Manager /Director of Education

REV. DATE: 6.28.22

SUMMARY:

The Assistant Museum Educator assists with school and group tours, both onsite and virtually, for a variety of ages. The Assistant Educator works with the Programs Manager 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.

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

Gives tours to onsite school groups.

Delivers live virtual programming to students through various platforms.

Assists Programs Manager (Content & Curriculum/Implementation) on program development through research and development of documents and materials as requested.

Works collaboratively with the education team to develop and implement educational programs for children through adults. This includes special events.

Works to strengthen programs based upon program evaluations.

Assists with docent training.

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.

Assists with other duties as necessary.

QUALIFICATION REQUIREMENTS:

Applicants should have a Bachelor's degree in Fine Arts, Education, Art Education, Art History, Museum Studies, History or a BFA in a related field and two years' experience in a museum or related field working with K-12 students. Additional education in museum studies or a related field may substitute for the experience on a year for year basis.

Must be comfortable working with a variety of ages ranging from 4 years to 18 years. Excellent computer, verbal and written communication skills, strong organizational skills, public speaking and problem solving skills are required. Must be comfortable working with Excel spreadsheets. Must be able to walk and stand for up to 4 hours and have the ability to bend, stoop, and reach. Visual acuity, good hearing, manual dexterity, and the ability to see a full spectrum of color are required. Experience with Microsoft Office and Publisher is preferred. Ideal candidates have experience working with children, are creative, flexible, and possess a team-building personality.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

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.

Email cover letter and resume by Friday, July 15 to Patty Dees, Director of Education at pattyd@boothmuseum.org. No phone calls please.