

GEORGIA MUSEUMS, INC.

Job Title: Educational Program Staff II (Part Time)
EXEMPT (Y/N): N
DEPARTMENT: BWAM Education
SUPERVISOR(S): Programs Manager
REVISION DATE: 6.28.22

SUMMARY: Learn and conduct virtual and onsite school and public programs for Pre-K- 12 audiences. Assist education department in preparation of materials and supplies for school and public programs. Organize and maintain props.

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

Conduct educational and enrichment tours and programs for Pre-K-12 school, home school and scouting groups.

Assist the distance learning team with delivery of K-12 virtual field trips. This includes running the AV cart (full training provided).

Assist with special events (family programming, Home School Days, etc.) as scheduled.

Assist with preparation of materials and supplies for all programs; set out, pick up and return props and objects used in school tours and public programs.

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 45 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, Public History, Museum Studies, 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 4 hours and have the ability to bend, stoop, and reach. Must be able to lift 20 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 distance learning platforms (Zoom MS Teams, Google Meet, Cisco WebEx) is required. Microsoft Office experience 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver’s License

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.

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

Employee Initial and Date _____
Supervisor Initial and Date _____