



## **Job Description: Museum Educator**

**Classification:** Part-time, hourly

**Reports to:** SCM Operations Supervisor & Education Specialist

**Job Summary:** The Museum Educator will facilitate programs utilizing the museum's vast collection and interactive exhibits to ensure that guests, families and schools groups have an exceptional experience. The position will be responsible for designing and conducting science, art, cultural and educational programs as well as performing additional duties related to site maintenance.

### **Essential Job Duties:**

- Create a welcoming atmosphere at the museum so that all guests, families and students have an outstanding experience.
- Deliver quality customer service.
- Actively monitor the museum for safety during daily operations.
- Organize and conduct innovative educational programs for museum guests throughout the day.
- Teach educational field trip programs to school groups.
- Perform daily cleaning and maintenance tasks to ensure museum exhibits are clean, safe and functional.
- Stay current on educational trends and ideas in science, art and education in order to improve programs and exhibits, as applicable.
- Participate and assist in special events and festivals.
- Maintain daily log book to detail complaints/compliments, maintenance needs, low supplies, and other incidents and submit to Supervisor.
- Maintain an up-to- date understanding of other CHS museums programs, operating hours, history, organizational structure, and other products.
- Keep supply storage areas organized and stocked.
- Other duties as requested by supervisors

### **Qualifications:**

- Must be available Tuesday mornings during the academic school year to assist with field trip programming.
- Must be able to work flexible hours, including weekends and some holidays.
- Must have superior organization skills.
- Must have exceptional customer service skills.
- Need to be able to communicate clearly with others, both verbally and in writing.
- Coursework or degree in an education-related field is required.
- Up-to-date first aid and CPR certification is highly preferred.
- Must have familiarity with a highly-collaborative, fast-paced work environment.
- Basic computer, google doc, e-mail, and word processing computer skills required.

- E-mail accessibility required.
- Must be able to lift 50lbs and climb stairs multiple times per day.
- Must be able to withstand working in an outdoor environment.

**Traits we look for:**

- Positive attitude and friendly personality.
- Devoted to learning and passionate about interactive educational experiences.
- Sociable and excellent communication skills.
- Patient, resourceful, and accountable.
- Organized, strong attention to detail, and careful about time management.
- Service-oriented.
- Knowledgeable about science, history and culture.
- Creative.
- Comfortable working independently and collaboratively with other team members.
- Careful about documentation and note-taking.
- Qualified with training or a degree in education or a related field.
- Proactive problem-solving skills.
- Not afraid to get dirty.

To apply, please email Jessica Paterson at [jpaterson@chsgeorgia.org](mailto:jpaterson@chsgeorgia.org) with a cover letter and résumé. If qualifications are met, potential candidates will be contacted by phone or email to schedule an interview. **Please no phone calls or drop-ins.**