

## **JOB DESCRIPTION**

**Job Title:** Museum Educator (SCM)

**Reports To:** Guest Services Manager – SCM and GSRM Gift Shop  
and Education Specialist

### **Description:**

The Museum Educator creates, coordinates, and facilitates programs utilizing the museums vast collection and interactive exhibits to ensure that guests, families and school groups have an exceptional experience. This position will broaden science, history, arts and cultural education programs as well as design hands-on interactive programs.

### **Responsibilities:**

- To honor and uphold Coastal Heritage Society's and Savannah Children's Museum's Mission Statement, policies, and expectations.
- To have an in-depth understanding of the history and organizational structure of Coastal Heritage Society and the products it offers.
- To have an up-to-date understanding of programs at all CHS sites.
- Ensure that all guests, families and school groups have an outstanding experience by creating a welcoming and helpful atmosphere at the entrance and exit of the museum and proactively guiding children and families through museum visits and related educational activities.
- Organize and conduct innovative educational programs and workshops for museum visitors.
- Teach on-site programs to field trips and school groups.
- Ensure museum exhibits successfully inspire children to learn and expand their horizons through upkeep and active engagement.
- Ensure museum exhibits are clean, safe, and functional by performing daily maintenance checks.
- Develop community outreach programs to aid in promoting museum offerings.
- Stay current on trends and ideas in science, art and education.
- Participate and assist in the execution of museum events.
- Actively monitor the museum for safety during hours of operation.
- Create detailed reports of incidents, common complaints, and maintenance to submit to Operations Supervisor or HR Department.
- Cleaning and maintenance tasks.
- Other duties as assigned by supervisor.

## **Qualifications:**

- Coursework or degree in education-related field required with previous training experience.
- Experience and interest in working with children and families required.
- Must be available Tuesday mornings during the academic school year in order to assist with field trip programming.
- Must have knowledge and a passion for science, history and culture as well as a desire to educate children in an engaging way.
- Must be positive and have a friendly, accessible manner to help children and families understand the exhibits and programs in the museum.
- Superior organization skills, strong attention to detail and pro-active problem solving skills.
- Must have knowledge in creating, facilitating and generating new ideas for educational experiences.
- Must be vigilant about time management and be accurate with documentation and note-taking.
- Exceptional customer service skills.
- Excellent social and communication skills with the ability to communicate clearly with others, both verbally and in writing.
- Must be flexible, patient, resourceful and accountable.
- Up-to-date first aid and CPR certification highly preferred.
- Must be able to work in a highly-collaborative, fast-paced work environment, as well as being able to work independently and in a team.
- Computer knowledge is essential.
- Basic computer, google docs, e-mail, and word processing computer skills required.
- E-mail accessibility required.
- Ability to withstand working in an outdoor environment and not afraid to get dirty.
- Must be able to meet physical demands of job to include walking, standing, climbing, bending, kneeling and lift and move objects up to 50+ lbs.
- Must be able to work flexible hours including weekends and holidays.
- Part time hours up to 28 hours a week.
- Pay rate ranges from \$10.00-10.50 per hour based on experience.

To apply, please email Elisabeth Chappell at [chappell.chs@gmail.com](mailto:chappell.chs@gmail.com) with a cover 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.**