



Job Description for Museum Educator Position

Burritt on the Mountain seeks an additional museum educator. Burritt offers a unique and exciting environment to work with enthusiastic learners, educators, and museum professionals in a scenic and inspiring location.

Museum Educator (part-time)

Reports to the Manager of Children's Education

Position Summary

A Museum Educator works with other education team members to develop and present educational programming including, but not limited to, field trips, day camps, home school enrichment classes, outreach programs, festivals and special programming for children and families. This position requires a great deal of collaboration with other members of the staff, outside experts and volunteers. This position requires a background check.

Position Responsibilities

- Conduct in-house and outreach programs for children and adults.
- Keep supplies and equipment ready for educational programs.
- Organize, lead and assist with set up for events as needed. (Lifting, walking and climbing required.)
- Develop and oversee new programs and presentations that comply with Burritt's mission and long-range plans. This involves an ability to carry out independent research.
- Promote good attendance in all educational programs of the museum. This includes assisting with the production of marketing materials such as the newsletter and education brochure.
- Represent and promote Burritt on the Mountain in the community through community outreach activities such as participation in home school fairs, street festivals and expos at other locations.
- Assist in daily activities of history and education programs as needed.
- Assist with special events such as festivals, holiday events and concerts as needed.
- Supervise volunteers and interns as they perform work of the education department.
- Other duties as assigned.

Education and Experience Requirements

- Bachelor's degree from an accredited college or university
- Experience working with children

- Proficient in Microsoft Office applications

Desired Personal Characteristics

- Able to work with the public, particularly children. Must have good classroom management skills.
- Possesses highly effective interpersonal skills
- Knowledge of learning theory and at least one discipline related to the museum's mission.
- Ability to work in a team-oriented environment and to supervise volunteers and interns effectively.
- Excellent verbal communication and written communication skills. Experience with public speaking desired.
- Ability to interact positively with the public and to work in a historically accurate manner.
- Experience in program/curriculum development and /or working in traditional classroom or museum education preferred.
- Able to think analytically and problem solve
- Self-motivated, highly organized, detail oriented and able to multi-task
- Energetic, hard-working, and a team player
- Positive, enthusiastic, professional image in representing the museum, both internally and externally
- Discreet with confidential information
- Able to work weekends and/or evenings when needed

Physical Demands

The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, climb stairs and ladders, hike nature trails, participate in active games with children, and have use of fine and gross motor skills. While performing the duties of this job, the employee is regularly required to sit and to work at a computer. The employee is frequently required to use hands to handle or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes (up to 50 pounds). The employee must be able to speak English fluently and correctly.

Hours and Compensation

Currently, this position requires an average of 27 hours per week. Compensation is \$10.00 per hour.

This position qualifies the worker to participate in the Retirement System of Alabama (RSA).

Working Environment: Work is primarily performed in an office setting with outdoor work when presenting, preparing presentations, and/or supervising volunteers for events.

Applications

Please submit the following materials by e-mail to Tammy Cooney at tammy.cooney@huntsvilleal.gov.

1. Cover Letter that details your experience and knowledge that relates to this position
2. Resume or Curriculum Vitae
3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.