



### **Position Available:**

Burritt on the Mountain seeks a **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, virtual field trips (distance learning), 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 onsite and outreach programs for children and adults including field trips, home school enrichment classes, and special presentations.
- Conduct virtual field trips.
- 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 attendance to all educational programs of the museum. This includes assisting with the production of marketing materials such as the newsletter and education brochure (primarily writing and proofreading).
- 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 (will consider an otherwise qualified candidate who is currently pursuing a degree in a related field)
- Experience working with children
- Experience in program/curriculum development and/or working in traditional classroom or museum education preferred.
- Proficient in Microsoft Office applications
- Familiarity with Zoom, Google Meets, Microsoft Teams is desirable

## **Desired Personal Characteristics**

- Able to work with the public, particularly children. Must have good classroom management skills.
- Possess highly effective interpersonal skills.
- Knowledge of at least one discipline related to the museum's mission (education, history, environment science, arts/crafts/historic skills, etc.).
- 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.
- Self-motivated, organized and detail oriented.
- 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, ladders and fences, 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**

This position requires an average of 27 hours per week. Compensation is \$11.00 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 leading camps and when presenting and preparing for field trips and special events.

**NOTE:** Burrirt is following COVID-19 health guidelines. Workers wear masks when interacting with the public, volunteers and with other staff members.

Complete an application Monday – Friday from 8:30-5pm at Burrirt on the Mountain, 3101 Burrirt Drive, Huntsville, Al 35801 or send a cover letter and resume to [tammy.cooney@huntsvilleal.gov](mailto:tammy.cooney@huntsvilleal.gov).

Burrirt on the Mountain is committed to providing equal employment opportunities to all applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.