

PART-TIME MUSEUM EDUCATOR

The Reading Public Museum

Job Summary

The purpose of this position is to facilitate the growing number of educational programs at The Museum. The Museum Educator will report to the Managers of Humanities and STEM Education and will be primarily responsible for implementation of educational programming. This includes but is not limited to student tours, scout workshops and sleepovers, summer camp programs, adult program, public programs, and birthday parties.

Essential Duties & Responsibilities

- The primary responsibility of a Museum Educator is to lead school tours of The Museum. Day time availability during the week is a must.
- Museum Educators also facilitate scout workshops and sleepovers, birthday parties, public programs, summer camp classes, and adult education programs. These typically occur during weekend and evening hours.
- Using excellent customer service skills, establish and maintain effective working relationships with other employees, volunteers, and all members of the general public.
- Assist with keeping exhibits and public areas safe and presentable to the public.
- Other duties as assigned.

Qualifications and Experience

- Education: Bachelor's degree in art, education, science, history, museum studies or related field.
- Required Experience: Working with children.
- Preferred Experience: Facilitating and promoting informal educational programs for people of all ages in a museum, school or similar setting.
- Required Skills: Excellent public speaking skills and ability to lead and engage large groups of children and adults in a variety of subject areas, including art, science, and history. Ability to work well as part of a team, follow through with assigned tasks, and think on your feet.
- Preferred Skills: Knowledge of museum practices and museum education standards. Bilingual is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity.
- Specific vision abilities required by this job include close vision, and color vision.
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, talk, and hear for long periods of time.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not normally exposed to weather conditions.
- The noise level in the work environment is normally moderate.

For a PDF file of this job listing, [CLICK HERE](#).

To apply for this position please send your cover letter and resume, (pdf files preferred) to: Jacquelynn Danek, Manager of STEM Education, [*j.danek@readingpublicmuseum.org*](mailto:j.danek@readingpublicmuseum.org) AND Wendy Koller, Manager of Humanities Education, [*wendy.koller@readingpublicmuseum.org*](mailto:wendy.koller@readingpublicmuseum.org).