



OUR COMMUNITY | OUR STORY

Job Description | *Museum Educator*

STATUS: Full-time, Non-Exempt (Hourly)

HOURS: 40 Hours per week; some nights and weekends

REPORTS TO: Director of Education & Programs

DATE: March 2018

SUMMARY OF POSITION

Under the direction of the Director of Education & Programs, the Museum Educator facilitates programs for school and public audiences at San Diego History Center (SDHC) in Balboa Park and also at the Junípero Serra Museum in Presidio Park. These programs invite youth and adults to explore SDHC's exhibitions, collections, and program topics using interactive, inquiry-based approaches that foster curiosity and learning. The Museum Educator is creative, patient, and able to offer differentiated learning based upon the needs of the audience. Additionally, the Museum Educator attends to program logistics. The Museum Educator must provide excellent customer service and is an advocate for SDHC while interacting with the public to advance the organization's culture of philanthropy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Implementation

- Serve as a lead instructor for SDHC's School in the Park Program
- Facilitate school, family and adult program experiences including workshops, tours, and drop-in activities for diverse audiences, on site at our two locations and offsite
- Provide a secure, safe, and supportive atmosphere for program participants
- Preparation and organization of program spaces and materials
- Perform daily functions associated with K-12 school programs and outreach, such as gallery readiness at both sites
- Communicates with and supports volunteers

Visitor Experience

- Offer hands-on experiences that are relevant, inspiring, and that involve guests in the learning process
- Create a welcoming and friendly environment for all visitors to SDHC
- Interface with frontline staff (Visitor Experience Associates, Gallery Guides/volunteers) around school and public programs, including assisting with visitor/school group orientation and flow when necessary

Research & Content Development

- Assist with the development of program materials, activities, and curriculum for schools, families, and adults

Administration

- Assist with administrative processes to support the effective and efficient flow of programs and department projects, including some documentation and evaluation
- Assist multiple departments as needed/requested

REQUIREMENTS

- Bachelor's degree in relevant field such as History, Art, Natural Sciences, or another discipline
- One (1)+ years' teaching experience in community, museum or school setting preferred
- Familiarity with culturally diverse museum education practices, youth development, diverse learning styles, and/or learning theory
- Familiarity with state learning standards and contemporary educational methods and philosophies, especially for informal learning environments
- Ability to adapt instructional practices to meet the needs of diverse populations
- Background in California history or museum-related subjects preferred
- Excellent written and verbal communication and organizational skills
- Well-developed interpersonal skills; proactive attitude, creative and strategic thinker, team player
- Ability to work in a fast-paced, multi-sensory, stimulating office and museum environment
- Ability to problem-solve independently and collaborate with others
- Proficiency in MS Office suite of programs
- Fluent in English, both spoken and written form; a secondary language is a plus
- Ability to multitask and remain flexible to accommodate SDHC needs
- Ability to use independent judgment to resolve situations as they arise

WORK ENVIRONMENT

- Office-type setting
- Museum and exhibit spaces
- Classroom, outdoor, and event environments

PHYSICAL DEMANDS

- Walking, sitting, squatting, standing, kneeling, balancing, manual dexterity, reaching above shoulders, grasping, pushing/pulling (15-60 lbs.), lifting (15-60 lbs.), carrying (10-60 lbs.)
- Climbing stairs, walking over varied terrain
- Repeated adjustments to varied lighting conditions and changing physical space conditions as would be expected in a museum setting; some spaces will have varied climate controlled conditions

ADDITIONAL RESPONSIBILITIES

- Valid CA Driver's License and reliable transportation with proof of liability insurance

EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.