



MUSEUM EDUCATOR Job Description

POSITION DESCRIPTION:

The Museum Educator creates and implements programs utilizing the museum's permanent and temporary exhibits, collection, art shows, and performing arts events to educate and engage audiences of all ages, with a primary focus on children and families. The Museum Educator will be part of a highly collaborative museum staff and must be willing to assist wherever needed. The position is full time (40 hours/week), salaried and exempt.

RESPONSIBILITIES:

- Implement museum's current programs which include children's art classes, performing arts camp, and other public outreach programming primarily aimed toward children.
- Develop and produce new educational programs for all ages utilizing Washakie Museum's collection, exhibits, art shows, and performing arts events.
- Maintain a relationship with regional schools and engage them in museum programming
- Assist in researching and applying for grants to fund educational programs.
- Maintain and update audio tours and docent manuals.
- Manage educational program budgets.
- Create and distribute promotional materials and advertisements for educational programs, including social media, radio interviews, newspaper articles and ads, and emails.
- Assist curatorial department with exhibit research and collections management.
- Assist with front desk duties, special events, or other duties as needed.

REQUIREMENTS:

Required:

- Coursework or degree in education or education-related field with previous training or teaching experience.
- Experience in developing education programs and curriculum.
- Must be self-motivated, organized, and goal oriented.
- Excellent written and verbal communication skills.
- Strong attention to detail and pro-active problem-solving skills.
- Ability and desire to work with learners of all ages, with special focus on youth, families, and school personnel.
- Ability to research and learn about unfamiliar subjects
- Proficient in Microsoft Word, Publisher, PowerPoint, and Excel.
- Must be able to work flexible hours including weekends and holidays.

Preferred:

- Experience working in a museum and familiarity with Past Perfect software.
- Experience in using social media to promote events and engage audiences.
- Experience in researching and writing grants.

- Up-to-date first aid and CPR certification highly preferred.
- Experience with artifact handling and photography.

Compensation: \$30,000 - \$34,000/year depending on qualifications

Benefits include paid time off and employer-paid health insurance.

TO APPLY: Please e-mail a cover letter and resume to: mammoth@washakiemuseum.org.

The Washakie Museum & Cultural Center is an equal opportunity employer