



AFRICAN AMERICAN MUSEUM OF IOWA

JOB DESCRIPTION

Museum Educator

Overview

This full-time position (40 hours/week) reports to the Executive Director and works closely with the Curator to create and implement high-quality, mission-centered educational programming. The Museum Educator develops, coordinates, and delivers educational programs that advance the AAMI's mission and engage audiences of all ages. As the museum's sole education professional, this full time position manages all aspects of educational programming, including school and group tours, public programs, outreach, curriculum development, volunteer docent coordination, and educational partnerships. The position requires creativity, strong organizational skills, and the ability to work independently while collaborating with museum staff, volunteers, educators, and community partners. Regular local and regional travel is required to present outreach programs at schools, libraries, senior centers, and community organizations, including travel up to approximately 120 miles from the museum. This position requires occasional evening and weekend hours to support Museum events and programs.

Position Impact

The Museum Educator is a key member of the AAMI team and the organization's fulfillment of its mission. They ensure that all audiences receive accurate and engaging information about Iowa's African American history and culture through presentations, tours, and educational resources.

Qualifications

A Bachelor's Degree in History, Education, or another relevant discipline is preferred, as well as experience in a formal or informal education setting. Candidates with lived experience are encouraged to apply. The ideal candidate should be creative, self-directed, organized, and a strong writer and public speaker. The candidate should have an enthusiastic and outgoing personality, outstanding organizational skills, a positive attitude, strong interpersonal skills, the ability to relate history in an interesting manner, and the ability to accurately promote the AAMI's programs. Strong computer skills, primarily with Google Suite, and reliable transportation for statewide travel are required.

Responsibilities

- Develop, schedule, implement, and evaluate tours, workshops, and outreach programs for audiences of all ages and backgrounds that support the Museum's exhibits, collections, and strategic goals.
- Develop an extensive and enthusiastic understanding of Iowa's African American history.
- Maintain a consistent schedule of on-site educational programs.
- Lead engaging guided tours for school groups, community organizations, and the general public.
- Support the planning, coordination, and implementation of the Museum's annual Juneteenth Festival, including entertainment, youth activities, and community partnerships.
- Coordinate and deliver educational outreach programs, including travel to schools, libraries, and community organizations up to approximately 120 miles from the Museum.
- Build and maintain positive relationships with schools, educators, community organizations, and cultural institutions.



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- Recruit, train, and supervise volunteers and interns for Education projects.
- Develop and manage Education Department and program budgets.
- Prepare reports and program data for Executive Director, Board of Directors, grant reporting, and other Museum needs.
- Provide timely program information to the Communications Coordinator for marketing and promotional materials.
- Assist the Development Director with grant proposals and reporting related to the Education Department.
- Complete other duties as assigned.

Salary & Benefits

The salary range for this position is \$40,000 - \$45,000 annually, commensurate with experience. Relocation assistance is not available.

Health Insurance - Health insurance (employee only): The AAMI pays 80% towards the individual cost of the employee's single health insurance plan. The AAMI also provides vision (must also be enrolled in health insurance) and dental insurance to full-time employees (employee only) at no charge to the employee.

Leave - Full-time employees will accrue paid vacation on the first day of the month based on their length of service from the most recent date of hire or their first date as a full-time employee. Employees earn 80 hours annually during the first four years of employment. Sick leave, bereavement leave, and salary continuance are also part of the benefits package.

Holidays - 10 Paid Holidays

How to Apply

Please submit a resume, cover letter, and three references to search@blackiowa.org. This position is open until filled. Please direct questions about the position to search@blackiowa.org