



Museum Educator Job Description

JOB SUMMARY

The Museum Educator provides welcoming, inclusive, and engaging educational programming to museum visitors of all ages, with a focus on families and younger visitors. The Museum Educator contributes to creating an environment where we all can live, learn, and thrive and provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all individuals. The Museum Educator researches, develops, and implements hands-on, collections-based experiences for young visitors, staffs the History Workshop and other Museum spaces assigned, and leads sessions for field trips, group visits, and special events. This is a full-time position reporting directly to the Director of Museum Education & Interpretation and working closely with the School and Family Programs Coordinator and the Interpretive Programs Manager. This is a full-time position reporting directly to the Director of Museum Education & Interpretation. The hours are, Mid-April to November, either Tuesday to Saturday or Wednesday to Sunday, 8:45 to 4:45 and, December to Mid-April, Monday to Friday, 8:30 to 4:30. Hours include occasional Sundays, Monday Holidays, and evenings when assigned. Compensation is \$35,000 to 38,000 per year, depending on experience.

CORE DUTIES

Provide programming to the visiting public

- Share responsibility for developing programming for the History Workshop with other Museum Education colleagues.
- Share responsibility for developing programming for special audiences, such as families and groups, with other Museum Education colleagues.
- Have primary responsibility for staffing the History Workshop when it is open to the public.
- Train museum guides to staff activities developed by Museum Educator and other Museum Education staff.
- Participate in Museum Education planning and events.
- Assist in set up and break down for programs and events when assigned.

Responsible for knowing emergency procedures, fire safety procedures, general museum procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

- BA in History, Education, Art History, or similar relevant field.
- 2-3 years experience teaching, preferably in a nontraditional setting such as a museum, outdoor learning center, or camp.
- Strong customer services skills.
- Strong attention to detail.
- Strong interpersonal skills and ability to represent Historic Deerfield to the public in a professional manner.
- Proficiency with using software including email and Microsoft products
- Able to work in a team environment, as well as individually
- Demonstrated ability to multi-task several assignments at the same time



- Bilingual candidates (Spanish, French) encouraged to apply.

PHYSICAL REQUIREMENTS

- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone, and grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat, reach/work above shoulders, grasp forcefully, writing by hand, sort/file paperwork.
- Be able to lift supplies and equipment of up to 50 lbs. Walk outdoors on sidewalks and over uneven ground.
- Ability to travel to off site locations and represent Historic Deerfield in public.

* - Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

WORKING CONDITIONS

- Work is performed in public settings, outdoors and indoors, and at a desk.

About Historic Deerfield

Historic Deerfield, Inc., a not-for-profit museum of American history and art in western Massachusetts. Historic Deerfield is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.