Historic Deerfield®
Opening Doorways To The Past.™

Museum Educator
Job Description

JOB SUMMARY

The Museum Educator provides enjoyable, welcoming, inclusive, and engaging educational programming to museum visitors of all ages, but particularly families and younger visitors. The Museum Educator researches, develops, and implements hands-on, collections-based experiences for young visitors, staffs the Discovery Center space, and leads sessions for field trips, group visits, and special events. This is a full-time position that reports to the Director of Museum Education, working closely with the School and Family Programs Coordinator and the Public Programs Manager. The hours are, Mid-April to November, Tuesday to Saturday, 8:45 to 4:45 and, December to Mid-April, Monday to Friday, 8:30 to 4:30, with occasional evening event hours. The salary range for this position is $39,000-$42,000.

CORE DUTIES

Provide programming to the visiting public

- Primary responsibility for developing programming for the Discovery Center with assistance from other Museum Education colleagues.
- Share responsibility for developing programming for special audiences, such as families and public programs with other Museum Education colleagues. Primary responsibility for scout programs and birthday parties.
- Have primary responsibility for staffing the Discovery Center when it is open to the public.
- Train Museum Guides and Aides to lead activities developed by Museum Educator and other Museum Education staff.
- Participate in Museum Education planning and events, including occasional nights and Monday holidays.

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in History, Education, Art History, or another 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

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 life supplies and equipment of up to 50 lbs. Walk outdoors on sidewalks and over uneven ground.
- Possess drivers license and means of transport.

* - 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.