



## Museum Educator

The Children's Museum of Southern Minnesota is currently seeking Museum Educators to plan, prepare, and facilitate educational programs for group visits, drop-in activities, and off-site experiences. Museum Educators will report to the Education and Program Manager.

### *Duties:*

- Facilitating educational programs for a variety of group sizes and ages.
- Participating in training, planning, and evaluation meetings with Museum programming staff.
- Managing a school group from the time they arrive to the time they leave.
- Developing and sharing written plans for activities with Museum staff.
- Preparing, setting up, and cleaning up materials and spaces used for activities.
- Assisting in the process of providing constructive feedback to other Museum educators.
- Assisting in the evaluation of educational programs of the Museum and contribute to their growth.
- Collaborating with Museum staff and volunteers to implement activities.
- Communicating with other educators and/or program organizers about plans for activities as needed.
- Representing the Museum with the highest level of professionalism.
- Performing physical/mental demands in the work environment required for this position.
- Communicating and interacting effectively and respectfully with visitors, co-workers, supervisors, and individuals from other organizations.

### *Qualifications:*

- Demonstrating enthusiasm and support for the Children's Museum of Southern Minnesota.
- Being reliable, self-motivated, and a team player.
- Experience planning and facilitating activities for children (strongly preferred).
- Prepared to use one's interests and/or knowledge to enhance current programs and create new ones.
- Availability for at least two 4-hour blocks of time between 8:00 am and 4:00 pm on weekdays (additional availability is a plus).

### *Work Conditions:*

- Collaborating with one or more educators on a regular basis.
- Job requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Job requires the ability to stand and walk 100% of the time in public indoor and outdoor galleries.
- Job requires stooping, kneeling, crouching and bending.
- Flexibility and availability in schedule are required during weekday hours.
- Job requires a high degree of interaction and engagement with others.
- Job requires direct interaction and engagement with children.

This is a non-exempt part-time position. The position offers flexibility, will vary in hours based on demand, and will typically range between 10 – 15 hours/week, up to a maximum of 29 hours/week. Weekday availability is required. Educators are assigned to program activities depending on availability and interest. Hours will be determined in coordination with the Museum's Education and Program Manager. This position is not eligible for benefits or PTO.

Please submit application and cover letter to [brenda.allen@cmsouthernmn.org](mailto:brenda.allen@cmsouthernmn.org)