



**Job Title:** Part-Time Museum Educator

**Company:** The Coral Gables Museum

**Classification:** Education

**Reports to:** School and Family Programs Manager

**Hourly Rate:** \$15

The Coral Gables Museum celebrates the 1920's planned community of Coral Gables and presents exhibits and programs that examine the built environment.

Coral Gables Museum seeks a museum educator to conduct guided experiences focused on K-12 students and adult visitors.

### **Responsibilities**

- Familiarize yourself with the museum's mission and various School and Family programs and attend required training presented by School and Family Programs Manager and Executive Director
- Facilitate (indoor/outdoor) guided experiences to a variety of audiences: K-12 students, adults, and senior citizens
- Facilitating participants' learning through a variety of activities, including visual thinking strategies, critical thinking strategies, object-based learning, and leading group discussions
- Supervise group management from arrival to departure.
- Assist with audience evaluation as needed.
- Facilitate or assist in set-up, clean-up and preparation of scheduled school tours
- Maintain communication with School and Family Programs Manager of ongoing progress of programs
- Weekday mornings (9:30am-12:30pm) and some weekends required

### **Qualifications and Experience:**

Excellent verbal communication, interpersonal and customer service skills required. Experience working with K-12 school groups; Subject area knowledge in local history, architecture, urban planning, sustainability, environmental sciences or related discipline. General knowledge of Coral Gables and South Florida history; desire and ability to work with children in varied conditions; Ability to communicate and work well with others, including school groups, teachers, other museum educators, and docent staff; Visual and auditory ability to identify and respond to environmental and other hazards related to the activity. Must be able to assist school groups in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of school groups; Have a working knowledge in electronic equipment: laptop, projector, etc. Fluency in English (Spanish a plus).

Please resume and cover letter to [education@coralgablesmuseum.org](mailto:education@coralgablesmuseum.org). No phone calls please.