



Job Title: Part-Time Museum Educator
Company: The Coral Gables Museum
Classification: Education
Reports to: School Programs Manager

Position Purpose:

To further the mission of Coral Gables Museum through the assisted development and delivery of School Tours and other related Programs.

Essential Job Functions:

1. Facilitate School Tours to variety of audiences: early childhood and school-aged.
2. Familiarize yourself with the museum's mission and various School programs and attend required training presented by School Programs Manager.
3. Facilitate or assist in set-up, clean-up and preparation of scheduled school tours.
4. Maintain and organize supplies needed for programs activities.
5. Maintain communication with School Programs Manager of ongoing progress of programs
6. Perform other duties as assigned by the School Programs Manager

Other Job Duties:

- ♦ Offer staff support as needed.

Qualifications:

Formal training or experience in the following subject areas: Experience working with K-12 school groups; Facilitating participants' learning through a variety of activities; 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; team member in building community relationships, maintaining program materials, and providing excellent customer service; Have a working knowledge in electronic equipment: laptop, projector, etc. Fluency in English (Spanish a plus).

Send resume and cover letter to: cecilia@coralgablesmuseum.org