



Job Title: Part-Time Museum Educator / Family Programs Coordinator

Company: The Coral Gables Museum

Classification: Education

Reports to: School Programs Manager

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. To develop, manage and coordinate all Family Day programs at the Coral Gables Museum.

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 and Family programs and attend required training presented by School and Family 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. Develop, organize and execute monthly Family Day on Aragon activities
7. Train volunteer staff for facilitation of Family Day on Aragon activities
8. Recruit and maintain community partners to participate in Family Day on Aragon with help of School Programs Manager.
9. Maintain budget for Family Programs
10. Perform other duties as assigned by the School Programs Manager

Other Job Duties:

- ♦ Offer staff support as needed. Some weekend hours 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 and museum audiences in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of school and museum groups; team member in building community relationships, maintaining program materials, and providing excellent customer service; Have a working knowledge in electronic equipment: laptop, projector, basic computer skills etc. Should be creative, efficient and a good problem solver. Fluency in English (Spanish a plus).

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