

<b>Position Title</b>	Museum Educator	<b>Department</b>	Museum
<b>Subject to Recall</b>	No	<b>FLSA Status/ Union</b>	Non-Exempt (Hourly) Non-Union
<b>Residency Requirement</b>	None	<b>Shift Work</b>	No
<b>Supervision Received</b>	Receives supervision from Curator of Education	<b>Supervision Exercised</b>	Exercises functional and technical direction over assigned staff/volunteers.

### **DESCRIPTION OF WORK**

Work as part of a team to develop and present dynamic, high quality, and engaging programs for audiences of all ages related to natural and cultural history in a wide variety of settings. Programing includes, but is not limited to, school programs, virtual field trips, summer camps, scout activities, tours, and overnight events. Responsible for developing and coordinating special programs related to events, exhibits, and films. Perform administrative duties in support of the education department.

### **QUALIFICATIONS**

A bachelor's degree in education-related field preferred with a background in science, history, anthropology, environmental education, or astronomy with previous formal or informal teaching experience preferred. Knowledge of classroom management and engagement methods preferred. Bilingual (Spanish) preferred.

### **ESSENTIAL FUNCTIONS OF THE JOB**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or perform similar related tasks not listed here.*

*Develop is defined as researching a topic using reputable sources, writing an age-appropriate lesson plan that includes learning styles and activities applicable to the audience, and when appropriate, aligning the content to Nebraska State Education Standards.*

- As part of a team: develop, coordinate, and implement Summer Fun classes, scout programs, adult programs, family programs, school programs, the backpack program, museum searches, guided tours, and other education activities and materials for all ages.
- Manage one or more specific aspects of the department such as the volunteer program; special programs related to events, exhibits, and films; or oversight over the planetarium projection system and related work to ensure quality and accessible shows for everyone.
- Develop and/or assist with curriculum development and education program planning
- Provide input on the strategic plan for the Museum.
- Present live and full dome planetarium shows using the digital planetarium equipment.
- Coordinate and/or assist with the outdoor classroom, including maintenance, program development, staff and volunteer training, and classroom materials development.
- Develop and/or assist with record keeping including attendance numbers, statistics, surveys, and evaluations.
- Develop and/or assist with event planning, coordination, and implementation, particularly the education activities.
- Perform related duties as required or may be assigned.

## **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Assist other museum staff as needed.
- May serve on various employee committees as needed.

## **REQUIRED KNOWLEDGE AND ABILITIES**

*This position requires the knowledge, skill or ability to obtain same in the following areas:*

- Knowledge of museum exhibits and resources, as well as community resources.
- Ability to research and learn familiar and unfamiliar topics related to museum exhibits, films, planetarium shows, and education programs. This includes astronomy-related information, as well as environmental education.
- Willingness to learn museum education techniques and principles.
- Ability to learn how to operate necessary equipment, including Virtual Field Trip technology, planetarium equipment, iPads, and digital cameras.
- Demonstrate creativity, organizational skills, flexibility, and the ability to work well with other staff members and the public.
- Demonstrated ability to work independently, manage work time effectively with little supervision, and relate to people of all ages.
- Excellent social and communication skills with the ability to communicate clearly with all ages of visitors, both verbally and in writing.
- Ability to write lesson plans and understand state standards.
- Ability to withstand working in an outdoor environment and willingness to get dirty.
- Must be able to work flexible hours that include some evenings and weekends.
- The ability to proactively problem solve and adapt programs to meet the audience's needs.

## **EQUIPMENT/JOB LOCATION**

*Proficiency in the use and operation of equipment including but not limited to the following:*

- Microsoft 365 (Word, Excel, PowerPoint, Teams, OneDrive, Outlook)
- PastPerfect
- Copy Machine
- Virtual Field Trip technology including computer, television, camera, and Zoom
- Technology including iPad, digital camera, and video projector
- Planetarium equipment including digital projector, planetarium software, and sound system

The majority of work is performed in the museum building but may work in locations outside and/or away from the museum. The noise level is usually moderately quiet but can become elevated.

## **PHYSICAL REQUIREMENTS**

<b>Task</b>	<b>Occasionally (1%-33%)</b>	<b>Frequently (34%-66%)</b>	<b>Constantly (67%-100%)</b>
Standing		X	
Walking		X	
Sitting	X		
Change of Position	X		
Reaching (extended hands/arm)		X	
Handling (hold, grasp, seize, turn)		X	
Fingering (pinch/Pick)		X	
Feeling (perceive attributes of objects)		X	

Crouching/Squatting (bend legs/spine)	X		
Stooping (bend at waist)	X		
Kneeling	X		
Stairs	X		
Talking		X	
Hearing			X

### MACHINE CONTROL OPERATION

Task	Occasional (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Arm/Hand	X		
Simple Grasp (grasp lightly)		X	
Fine Manipulation	X		

### LIFTING

Task	Occasionally (1%-33%)	Frequently (34%-66%)	Constantly (67%-100%)
Lifting/Lowering	X 0-20 lbs	X 0-10 lbs	
Carrying	X 0-20 lbs	X 0-10 lbs	
Pushing/Pulling (force exerted)	X 0-20 lbs	X 0-10 lbs	

**Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

**Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.