WonderLab Museum of Science, Health and Technology

JOB DESCRIPTION

POSITION TITLE: Museum Educator

PURPOSE: Work with the Education Department Team to plan and implement science-informed programming that provides developmentally appropriate learning experiences for children, families, and adults. Programs may be onsite at the museum, virtual, or offsite at outreach locations. Oversee the Education Department internship program, and ensure that it is high quality, rigorous, and successfully prepares interns to be effective ambassadors for WonderLab's educational initiatives. Support the Museum Experience Team by providing outstanding educational and customer service in the Floor Manager role, as scheduled. WonderLab’s educational programs aim to educate, inspire, delight, build community, increase visitation, and generate revenue. WonderLab is committed to building curious and creative problem solvers inspired by the wonder of science.

REPORTS TO: Education Director

STATUS: Part-time (20-25 hours per week with possibility to increase hours, flex-time) with occasional Saturday, Sunday and evening hours (Fair Labor Standards Act category: "non-exempt").

START DATE: February 2021

SALARY: $12.50 per hour

BENEFITS: Paid holidays and paid time off. Option of term life insurance policy for employee and family. WonderLab membership at dual or basic family level; discount in Museum Gift Store and for museum rentals. Professional membership in the Association of Science and Technology Centers (ASTC).

Key Responsibility Area: Plan, Coordinate, and Implement Educational Programs

Specific Duties:
- Work with the other Education Team members to research, develop, implement and evaluate new and existing educational programming, with particular focus on programming for elementary age children through adults in multiple formats.
- Plan and present specific on-site or virtual museum programs as assigned; current programs that will be overseen or collaboratively planned and implemented by this position are: After Dark (over 21), CoderDojo (ages 7 to 17), Girl Scout programs (ages 6 to 18), STEM Sunday and onsite special event programs.
- Work with organizations to schedule and plan offsite outreach events. Travel to and staff those events.
- Coordinate with other museum departments as needed to ensure program success.
- Help maintain organization and inventory of program supplies.
- Assist with long-term program planning and development.
- Foster relationships and develop community partnerships with people and organizations outside WonderLab.

**Key Responsibility Area: Support the Museum Experience Team in the Floor Manager role, as scheduled.**

**Specific Duties:**

- Engage visitors at exhibits and activities by actively promoting a curiosity about science and encouraging inquiry-based science and playful learning.
- Provide a welcoming first impression to WonderLab visitors by maintaining neat and orderly appearance of exhibit galleries, lab rooms, café/vending area, and bathrooms; identify and address gallery maintenance and safety issues.
- Ensure guests comply with all health and safety procedures upon entering the museum and are aware of and agree to follow safety guidelines during their visit.
- Ensure that museum-wide safety protocol is continuously being met. Help maintain high cleanliness standards by continuously cleaning throughout the shift and participate in deep cleaning after the public departs.
- Provide outstanding customer service and offer information and assistance to museum visitors. Assist visitors with special needs; e.g., checking out the museum’s wheelchairs and offering other assistance as needed.
- Facilitate group visit logistics during scheduled times.
- Implement safety, emergency and lost child procedures, as outlined in Emergency Action Plan.
- Supervise daily team of gallery volunteers, when appropriate.
- Present science demonstrations and activities as needed.

**Key Responsibility Area: Oversee Education Internship Program**

**Specific Duties:**

- Serve as the primary supervisor and point person for all Science Education Interns. Interns may work virtually or on-site, as conditions dictate. Interns support Education staff in all facets of museum programming, and the Museum Educator ensures that this support is rendered in a timely and quality manner.
- Recruit, interview, and hire Science Education Interns.
- Maintain schedules and assignments for Interns, including supporting them on successful completion of a museum capstone project; an educational deliverable that speaks to both the needs of the museum and the expertise of the intern (e.g. developing new IDEA Lab kits and projects, planning and prototyping signage and materials to accompany an exhibit, or writing a detailed programmatic curriculum).
- Plan and implement scheduled training for Interns with support of the education director. Training will include: introduction to WonderLab’s educational philosophy, developmentally appropriate STEM education, microaggressions, and partnering with/supporting parents of young visitors and program participants.
- Periodically evaluate Intern performance.

**Key Responsibility Area: Other**

**Specific Duties:**
• Integrate educational goals into the gallery and program experience, including new museum signage, in collaboration with education director and exhibit and gallery staff.
• Engage with science education professional organizations and academic organizations to gain knowledge and share learning from WonderLab.
• Help implement select grant-funded educational projects, as assigned.
• Provide effective coordination, training and support of volunteers, as assigned.
• Plan and implement programming that is inclusive and anti-racist.
• Comply with all administrative policies and procedures described in the employee handbook and WonderLab’s COVID-19 Preparedness Plan.
• Other duties as assigned.

RELATIONSHIPS:

• **Internal**: Maintain close communication with Education Director, Early Childhood Educator; Marketing Director, Museum Experience Director, Museum Visit and Events Manager and Volunteer Coordinator.
• **External**: Maintain positive working relationships with program partners, program participants, museum visitors and volunteers.

QUALIFICATIONS:

• College or associate degree with science course work required; education course work desired
• Experience working with children and/or families
• Experience and comfort with public speaking, leading programs, and engaging audiences
• Excellent oral and written communication skills
• Excellent organizational skills with attention to detail and accuracy
• Commitment to ideals of justice, equity, diversity, and inclusion
• Commitment to fostering an anti-racist culture in WonderLab programs and to anti-racist principles and education
• Friendly and positive attitude; ability to work effectively with a variety of people
• Proven ability to work independently in a fast-paced, team-oriented environment, with ability to multitask and meet deadlines
• Experience developing and/or coordinating public programs
• Comfort using varied communication tools, such as email, telephone, Zoom, and in-person meetings and visits, in planning programs and establishing community partnerships
• Comfort with Microsoft Office and online planning tools
• Experience with virtual communication and / or education
• Physical ability to lift 30 pounds, reach high shelving, and function independently at off-site programs. Physical capability to comply with WonderLab’s Covid-19 safety procedures and policies, such as wearing a face covering, maintaining social distance, interacting with the public in a safe manner, cleaning surfaces and materials.
• Red Cross certification in CPR and First Aid, or willingness to become certified
• Current driver’s license
• Proof of eligibility to work in the US
• Contact information for three references
At least two, and up to three, letters of reference

WonderLab strives to provide a welcoming educational space and is founded on values of inclusion and access. WonderLab is committed to creating a diverse museum environment and is proud to be an equal opportunity employer that considers diverse skill sets and experiences among applicants. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital or veteran status, or number of dependents.

Applicants should submit the WonderLab Job Application Form (available at the museum web site www.wonderlab.org/about-wonderlab/job-opportunities). The application must also include a cover letter, a resume and at least two letters of reference mailed directly from the person who wrote the letter to the address below or e-mailed to Education Director Deirdre Sheets at deirdre@wonderlab.org.

WonderLab Museum of Science, Health and Technology
Attn: Deirdre Sheets
P.O. Box 996
308 West 4th Street
Bloomington, IN 47404

Applicants must be able to show proof of eligibility to work in the United States. Position is open until filled. All employees are subject to a criminal background check. WonderLab galleries, offices and grounds are smoke-free environments.

Questions: Deirdre Sheets, deirdre@wonderlab.org, 812.337.1337 ext 17; remote contact 812-272-0947. Please use remote contact at this time.

Last Updated: January 28, 2021