



NORTHWEST
AFRICAN AMERICAN
MUSEUM

JOB ANNOUNCEMENT

POSITION: Museum Educator
SALARY: Commensurate with experience
TIME & BENEFITS: 40 hours/week with full benefits
REPORTS TO: Education and Programs Director

ESSENTIAL FUNCTIONS:

The Northwest African American Museum seeks a high-energy, engaging, and skilled Museum Educator to develop, implement, and manage a vibrant and robust array of educational programs that enhance the understanding of the history, art and culture of African Americans in the Pacific Northwest. The Museum Educator will creatively use exhibits and other museum media as learning tools for all ages. Areas of responsibility include school programs, group tours, museum interpretation, developing professional development for teachers and groups, creating innovative educational learning opportunities for children and youth, and working with volunteer museum educators.

Specific Duties and Responsibilities

- Develops and implements education programs for PreK-12 students and families, including, but not limited to, school tours and activities, educator evenings, Youth Curator Program, and storytelling
- Develops and facilitates family-friendly programs, lectures, interactive activities, and workshops around exhibitions, special events, and in response to particular themes
- Develops the museum's education philosophy and aligns department efforts with national best practices
- Builds and sustains relationships with educators, community groups, schools, and partnering institutions to further the educational objectives of the Museum
- Facilitates history-inspired activities in the local community in response to requests from schools and community groups or to promote particular exhibitions
- Meets regularly with Education & Programs Director and Curator to create innovative learning activities and programs that expand on exhibition content within the gallery setting
- Creates and leads an education advisory committee to represent and promote Museum's educational programs in order to establish a network of useful and productive partnerships. Convening on a regular basis to elicit conversation and feedback on current education programs and future initiatives
- Develops and presents museum educational curricula, museum lesson plans, hands-on workshops, and programs that are relevant to the PreK-12 audiences
- Manage recruitment and training of volunteer museum educators and assembles training materials to ensure understanding of exhibition content and Museum's mission
- Participates in departmental strategic planning, goal setting and ongoing evaluation
- Maintains appropriate project files and records, and tracks weekly statistics for internal and external reporting
- Evaluates all programs for quality, attendance, educational content, cost effectiveness, etc.
- Manages the education department budget
- Collaborate with Marketing department on the production of education collateral materials such as brochures, curricula, posters, fliers, and e-blasts
- Maintains education calendar and the archiving protocols and program documentation, including but not limited to digital files, online donor records, images, and contracts
- Works closely with Marketing department to send accurate and timely information to our stakeholders regarding education programs and promote tours
- Manages mailing lists, invitations, ticketing, and other collateral materials to enhance and strength visibility of education programs
- Assists Executive Director with various public and special events as designated

Essential Qualifications

- Enthusiasm and energetic and passionate about working with children, youth, and people
- Knowledge of pedagogy and museum education strategies and best practices
- Demonstrated experience in facilitating successful programs and workshops
- Excellent writing, speaking, interpersonal, customer-service, problem-solving skills; and computer literacy
- Exceptional organizational skills, with the ability to work under pressure, meet deadlines, and manage multiple assignments
- An understanding of and passion for the history, art and culture of African Americans in the Pacific Northwest
- Ability to engage the various needs, preferences, and learning levels of multiple museum audiences
- Ability to work on a wide range of projects independently and collaboratively and with a diverse audience
- Passion for and understanding of the Museum's mission, vision and values
- Ability to work evenings and weekends

Education & Experience

- Requirements include a Bachelor's degree in Education, Museum Studies, History or equivalent experience
- 3+ years of teaching experience
- Experience in successfully developing and implementing museum or school-based public programming and curricula using VTS, 21st Century Skills and a social justice lens

To be considered for this professional opportunity, send cover letter and resume to LNDebar@naamnw.org