



1326 Tremont Place
Denver, CO 80204
Phone: (303) 892-1436
Email: director@denverfirefightersmuseum.org
Web: denverfirefightersmuseum.org

Title: Education Assistant

Status: Part-time 9:00 am – 2:00 pm Tuesdays – Saturdays; additional weekdays, evenings, or weekends as needed

Salary: \$19.00 per hour

Institution Summary: The Denver Firefighters Museum is a private, nonprofit organization that works to preserve the history of the Denver Fire Department and firefighting through the collection and preservation of artifacts, documents, and photographs. The purpose of the museum is to educate the public about fire safety and the history of firefighting in Denver from its inception to the present. This is accomplished through interpretive exhibits, educational programming, and scholarly research.

Position Summary: The Denver Firefighters Museum is looking for an enthusiastic and engaging Education Assistant with a passion for hands-on learning and working with audiences of all ages and backgrounds. This position will facilitate existing museum educational programs, help develop and implement new educational programs with the Education Coordinator, and support daily museum operations as needed.

This position reports to the Education Coordinator and will occasionally supervise volunteers and/or interns. The Education Assistant collaborates with staff throughout the museum as well as external constituents and partners to develop and facilitate educational programs.

Duties and Responsibilities:

- Facilitate and evaluate existing educational programs at the Denver Firefighters Museum such as:
 - Fun at the Firehouse: Saturday morning fire-themed story and craft time
 - Squirt's Fire Safety Classes: Fire safety classes for preschool children and their adult(s)
 - Jr. Firefighters Academy Camp: Week-long summer camp for 1st-3rd graders
 - Fire Safety Outreach: Fire safety education in Denver-area elementary schools
 - DFM Field Trips/Group Visits: School classes, summer camps, seniors, and adult day programs visit the museum with potential add-ons like guided tours, fire safety classes, and crafts.
- Assist the Education Coordinator with research, development, facilitation, and evaluation of new educational programs for adults and children.
- Communicate and coordinate logistics and general information about existing and new programs with staff and volunteers.

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- Support the promotion of educational programs through marketing materials and social media.
- Assist the staffing of museum outreach events in the Denver-area community.
- Support general museum operations as necessary:
 - Greet and welcome visitors to the museum with an excellent standard of customer service.
 - Help disseminate information about upcoming museum programs and events in person and over the phone.
 - Operate admissions/gift shop cash register, collect admissions, memberships, and program fees, process gift shop transactions, process opening and closing paperwork.
 - Dust, clean, and resupply restrooms when needed.
 - Keep interactive children's areas clean and organized.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Museum Studies, Elementary or Secondary Education, History, or a related field.
- At least 1 year of professional experience teaching in formal or informal learning environments, preferred.
- An interest and excitement for working in a museum.
- Excellent oral and written communication skills.
- Creative and enthusiastic self-starter.
- Attention to detail, reliable, punctual.
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint).
- Previous cash handling, customer service, and museum experience; preferred.
- Ability to work independently and cohesively with a group.
- Current, valid driver's license and access to a reliable vehicle.

How to apply: Please email your resume and cover letter to:
director@denverfirefightersmuseum.org.