

Loudoun Heritage Farm Museum- Museum Instructor Position

Position Title – Museum Instructor

Salary - \$15-17 per hour

Job Type - Part time (10-15 hours per week. Availability is needed a minimum of one weekend a month.)

Apply: Interested candidates should forward their resume and cover letter to info@LHFarmMuseum.org

About the Loudoun Heritage Farm Museum: LHFm is dedicated to preserving, promoting, and sharing the rich agricultural history of Loudoun County. We interpret this history through exhibitions and programs, many of which invite families to learn together.

About the Position: Operating under the direction of the Education Manager, Instructors are responsible for delivering educational group programs on a variety of predetermined topics through school field trips at the museum and additional education activities at offsite locations. Instructors are also trained as Visitor Services Associates, which includes learning opening and closing procedures and point-of-sale procedures.

Requirements: Candidates should have a demonstrable passion for education and/or museums and a strong desire to make a difference in their community. Candidates should have a strong interest in continuous learning and using new ways to teach; candidates should be comfortable teaching children with diverse backgrounds and education levels. Successful candidates will be organized and proactive with strong collaboration skills. Undergraduate degree or equivalent experience required.

Skills and Abilities: Candidates should have a valid unrestricted driver's license with clean driving record and the ability to pass a background check. This position requires extensive walking, standing, heavy lifting up to fifty pounds, and occasional use of tools both digital and analog.

Specific duties include:

Instructor

- Conduct youth education programs (including daily programs, school field trips, living history days, outreach, virtual education programs, Scout programs)
- Assist with and work at public programs and events such as Farmyard Fun, Dirt Day, Spring Fest, and Apple Festival
- Assist with birthday parties
- Reorganize education materials after program is completed in order to be ready for the next time materials are needed
- Ensure that museum gallery and interactive areas are reset after programs

Visitor Services

- Greet visitors and take payment for admissions and/or gift shop purchases
- Answer phones
- Assist with restocking gift shop items
- Monitor and reset the museum gallery and interactive areas
- Other duties as assigned