

# **PALACIOS AREA HISTORICAL ASSOCIATION AND CITY BY THE SEA MUSEUM**

## **JOB POSTING**

**JOB TITLE:** Museum Experience Educator, Part-Time

**REPORTS TO:** President, Board of Directors

**PAY RATE:** \$12/hr, 25 hours/week

**JOB SUMMARY:** The MUSEUM EXPERIENCE EDUCATOR is responsible for providing meaningful educational experiences to diverse audiences onsite, online and in the larger community. Works directly with the Museum Curator/Coordinator and Board President to define the museum's strategies for learning, programming, and engagement. This is a one-year grant funded position with the possibility of renewal at the end of 12 months.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

Duties include, **but are not limited** to the following:

1. In alignment with the Museum's mission, creates, develops, implements and evaluates education, outreach, and public programming for a wide range of museum visitors onsite and in the community.
2. Responsible for the creation and implementation of a formal educational resources which will complement school curriculum, support state educational standards, engage students, and fulfill teacher needs.
3. Manages school field trips to the Museum, assists teachers/school groups in planning visits, coordinates reservations, provides tour materials, and follows up with teachers before and after group visits.
4. Actively manages education and engagement activity volunteers, including recruitment, training, scheduling, and communicating.
5. Develops, organizes, implements, and evaluates innovative public programs, group tours, and experiences (such as lectures, general admission activities, children's camps, workshops, special events, etc.) for children and adults that encourage and support the engagement of diverse audiences creatively and effectively.
6. Works with Curator to develop interactive components for permanent and temporary exhibits.
7. Actively and strategically develops relationships with curriculum coordinators, teachers, community groups and individuals, and external and internal customers towards the purpose of Museum promotion.

8. Formulate evaluation methods and data collection to assess education, outreach, and public programming.
9. In partnership with the Curator and Board of Directors, initiates, plans, and manages grants that support education and engagement efforts; assists in the cultivation of donors and general fundraising activities.
10. Represents the museum in professional, academic, and social forums.
11. Participates in staff, board, and committee meetings to report, develop, implement, and evaluate educational and public programming; prepares monthly, annual, and other periodic reports analyzing and summarizing program attendance, successes, challenges and other relevant information.
12. Works with Curator and Board of Directors to market programs; develops articles and social media content for newsletters, website and other media outlets.
13. Assists as needed with daily museum operations including volunteer and intern supervision; opening and closing the museum and museum store; coordination of facilities and staffing needs for tours, meetings, and special events; membership communication; and promotions.
14. Participates in the museum's programmatic and intellectual life.
15. Performs some weekend and evening duties as required.
16. Performs other duties as required.

### **REQUIRED QUALIFICATIONS:**

#### **Knowledge:**

1. Bachelor's degree in Education, History, Archaeology, Museum Studies, or related field from an accredited college or university.

#### **Skills:**

1. Requires excellent organizational, interpersonal, public speaking, and critical thinking skills.
2. Successful candidates will demonstrate a deep understanding of how to engage cross-generational, diverse, and differently-abled audiences, with a welcoming and accessible approach.
3. Knowledge of curriculum standards, learning and teaching strategies, visitor engagement, interpretive techniques, curatorial practices, museum ethics and principles;
4. Ability to work collaboratively and organize groups such as committees and teams;
5. Excellent organizational, interpersonal and critical thinking skills, as well as demonstrated verbal and written communication skills;
6. Basic computer skills, proficiency with MS Office Suite and database systems, GSuite, Canva or other graphics software, and a willingness to learn other computer skills as needed.

7. Must possess a valid drivers' license.

**Abilities:**

1. Must be energetic, curious, excited to share amazing things with the public, interested in innovation, and equally willing to work autonomously or as a team.
2. Must be comfortable in front of school tours, public events, and audiences of all sizes both formal and informal.
3. Discretionary judgment regarding confidential information.
4. Demonstrated high level of initiative, persistence in completing assignments, and ability to manage multiple projects simultaneously.
5. Ability to accomplish basic business tasks, meet deadlines, and ability to learn and interpret policies and procedures.
6. Ability to interact with diverse groups.
7. Some weekend and evening duties as required and ability to maintain a flexible schedule.

**PREFERRED QUALIFICATIONS:**

1. Experience in a museum or other cultural institutional setting.
2. Knowledge of STEM topics and education.
3. Knowledge of local ecosystems and wildlife.
4. Spanish and/or Vietnamese language skills.

**WORK HOURS:**

This position is expected to work a flexible 25-hour week, year-round, to encompass the museum's public visiting hours, lectures, and events. Lunch breaks are not included in the 25 hours. PAHA does not offer benefits at this time.

Please submit your resume and 3 references to [museumpalacios@gmail.com](mailto:museumpalacios@gmail.com) or by mail to:

Palacios Area Historical Association Search Committee  
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