



Job Description

Posted:

Position: PT Educator
Department: Education
Supervises: N/A
Supervisor: Director of Education

Classification **Exempt** **Non-exempt** **Job Number**

The International Museum of Art & Science located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.

Job Description:

- An IMAS Educator is responsible for providing visitors with exceptional educational experiences. They support the mission of the museum by leading tours, conducting hands-on STEAM activities and workshops, running daily lab spaces and exhibits, and doing outreaches. Must be available to work weekends, some evenings, and special events as scheduled. Experience working with children and strong presentation skills are preferred. Demonstrates a strong passion for and commitment to valuing education and public service.
- Must be willing to use new technology to lead virtual and live programs.

Responsibilities:

- Follows museum policies and procedures in performing all job duties and assignments.
- Upholds museum's excellence in customer service through inclusively and equitably welcoming museum visitors.
- Acts as a professional representative of the museum through knowledge of the history, mission, and vision of the museum.
- Stays up to date with current museum offerings.
- Communicates educational content, provides exhibit interpretation, and provides current information about upcoming events to museum visitors and outreach audiences.
- Ensures museum exhibitions and lab spaces are clean and in working order. Takes appropriate action to address any issues if they are not.
- Utilizes statistical tracking systems responsibly.

- Sets up and takes down virtual and in-person programs spaces for daily activities and workshops.
- Researches and understands the operations of all lab spaces and exhibit areas.
- Assists with the research, development and implementation of virtual and in-person STEAM programming, includes lesson plan writing, teaching, and preparing fellow team members to lead programs.
- Attends all training sessions and staff meetings.
- Performs other duties as assigned.

Requirements:

- Bachelor's degree in Education, Science or Art fields. Will accept current college students with previous work experience in equivalent setting such as another informal education museum, aquarium, etc.
- CPR Certified (preferred)
- Must pass a background check and drug test

Preferred Skills:

- Bilingual in English and Spanish
- Enjoys working with children.
- Highly organized
- Ability to work collaboratively with a team comprised of staff from across the museum
- Self-motivated and has ability to efficiently prioritize when working on multiple projects at-once, to ensure key tasks are met as scheduled
- Is a critical thinker and creative problem-solver
- Ability to teach STEAM activities in informal education setting
- Willingness to handle and care for live animals
- Excellent spoken and written communication skills
- Ability to speak in front of large crowds
- Strong knowledge of Microsoft Office Suite
- Willingness or experience working with technology to host virtual and live programming