

## **ELLWOOD HOUSE ASSOCIATION, INC.**

### **Job Description: Museum Educator**

**Position Type:** Part-Time, Non-exempt

**Supervisor:** Assistant Director and Chief Curator

### **WORK SUMMARY:**

The Museum Educator supports the development and delivery of educational programming and interpretive initiatives at the museum. This position works collaboratively with staff and community partners to provide engaging learning experiences for diverse audiences, including school groups, families, and adult learners. The Museum Educator also contributes to exhibit planning and strategic initiatives that advance the museum's mission.

### **ESSENTIAL FUNCTIONS:**

#### **EDUCATION PROGRAMMING (65% of job function)**

- Assist the Assistant Director and Chief Curator in managing educational programs, including the Brown Bag Lunch Lecture Series.
- Collaborate with partner organizations, including the DeKalb County History Center, on press releases, speaker coordination, and event logistics.
- Coordinate and deliver tours, field trips, and youth programming such as Ellwood Explorers, the *Frame of Mind* K-12 art exhibition, and seasonal educational offerings.
- Support the development and implementation of programs including lectures, holiday events, and special interpretive experiences.
- Recruit, train, and oversee volunteers assisting with educational programs.

#### **EXHIBITIONS SUPPORT (20% of job function)**

- Assist in the planning and implementation of exhibitions, including developing work plans, timelines, and budgets.
- Coordinate with staff and external vendors to produce high-quality exhibitions within budget and space limitations.
- Support the development of a three-year exhibition schedule.
- Apply accessibility best practices, including Smithsonian Guidelines for Accessible Exhibition Design, to exhibition development.

#### **STRATEGIC INITIATIVES (15% of job function)**

- Work with the staff on institutional strategic initiatives.
- Assist in coordinating and implementing the museum's interpretive plan.
- Support documentation and organizational efforts for programs such as the STEPS accreditation process.

## **OTHER FUNCTIONS:**

- Assist with event setup and breakdown for programs and lectures.
- Support general museum operations as needed, including visitor engagement.
- Maintain positive working relationships with staff, volunteers, and community partners.

## **QUALIFICATIONS:**

- Bachelor's Degree in history, museum studies, education, art, or other related field.
- Strong communication and organizational skills.
- Experience in education, public programming, or museums preferred.
- Ability to work collaboratively and engage diverse audiences.
- Interest in history, interpretation, or nonprofit work.
- Must be available to work evenings and weekends as needed.
- Experience working with volunteers or facilitating group programs.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made as needed.

- **Physical demands:** Includes standing, walking, presenting to groups, and occasional lifting of program materials. Requires effective verbal and written communication.
- **Work environment:** Work takes place across a historic site, including indoor and outdoor spaces, with seasonal variations.

## **SALARY AND TANGIBLE BENEFITS:**

Ellwood House Museum offers a competitive salary and benefits package. The salary for this position is \$25.00 per hour for up to 20 hours per week. Holiday pay. SIMPLE IRA with 3% employer contribution. Healthcare coverage is not offered through the museum.

## **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work performed and are not an exhaustive list of all responsibilities, duties, and skills required.

## **An Equal Opportunity Employer**

**How to apply:** Interested candidates should email a cover letter and resume to [director@ellwoodhouse.org](mailto:director@ellwoodhouse.org) with the subject: **Museum Educator Application. Background check required.**