



# AMERICA'S CAR MUSEUM®

Now Seeking Candidates for:

## Museum Educator & Facilitator Position Description

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

EFFECTIVE DATE: 10/22/18

FLSA STATUS: Non-Exempt

FTE STATUS: Part-Time

REPORTS TO: Education Manager

SUPERVISION: Not Applicable

Division: ACM M-Op Education

Department: Driver Education Preferred

Benefits: Not Eligible Not-Eligible

### GENERAL SUMMARY:

LeMay – America's Car Museum (ACM) is an international destination for families and auto enthusiasts to celebrate America's love affair with the automobile and to learn how the automobile has shaped our society. We are an educational center for students of all ages, featuring our new hands-on learning lab, *Powering the Future* that offers focused STEM learning.

ACM is looking for educators, instructors, or community/youth facilitators with experience engaging youth in inquiry-based learning to engage students and museum visitors in STEM/STEAM educational tours and programs. Experience and enthusiasm for the design, technology, and/or STEM connections to automobiles is preferred. The Museum Educator/Facilitator will use their knowledge of teaching, engagement strategies, and passion for automotive history and technology to provide excellent, engaging, programs, including engaging gallery activities, tours and hands-on workshops.

The part-time position will facilitate these programs 2-4 days or up to 28 hours a week, as needed. This temporary (6 months – 12 month), part-time position requires occasional evening or weekend work.

### PRIMARY OBJECTIVES:

1. Ensure the on-going development of engaging and meaningful educational content and curriculum in line with state and national education standards in the subjects of history, social studies, math, science, engineering, physics, technology, industry, the arts, literacy, and other relevant topics including next generation science standards, 21<sup>st</sup> century learning skills, and/or museum standards;
2. Expand the reach and impact of Museum Education programs at ACM and in the community by increasing participants served with high quality programs and resources;
3. Build and expand relationships with education program participants, schools, and the community through outstanding customer service, hospitality, and attention to detail;
4. Foster positive engagement, innovative thinking, inquiry based learning, and customization of programs to support lifelong learning for all visitors;
5. Establish best practices in program development and execution through continual assessment and evaluation;
6. Invest in building positive and supportive relationships with staff, volunteers, and community partners to ensure the growth and sustainability of the Museum's Education Program.

### MAJOR RESPONSIBILITIES:

Under the general direction of the Education Manager and/or the Education Coordinator, the Museum Educator/Facilitator will be responsible for:

1. Customizing education programs and events to meet learning goals and providing an exceptional experience at the Museum and within the Museum Education program;
2. Facilitating inquiry based tours and workshops to teach and deliver engaging learning opportunities for students, visitors and educators;
3. Collaborating with Museum Educators, volunteer interns, or part-time staff to facilitate outstanding educational experiences at the Museum and through community outreach.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Present education tours/workshops to student groups and visitors.
- Facilitate programs for a variety of audiences, mainly school-aged children and family audiences.
- Assist with facilitation and testing of activation activities in galleries with Museum visitors and visiting students and through outreach at local schools (as needed).
- Assist in the development of STEM/STEAM-based educational materials to support facilitation and activation.
- Help with training of volunteers specific to the educational tours and programs.
- Provide logistical support, cleaning and preparation tasks as required for programs.
- Maintain positive relationship with museum staff and visitors through attention to detail and excellent customer service.
- Participate in surveys, self-evaluation and assessment of programs.

## **QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age, have the ability to pass an in-depth background check, and possess: A minimum of two years' experience in teaching or working with K-12 youth; A Bachelor's Degree (preferred); Knowledge of and passion for cars, automotive history and technology; and the ability to work a flexible schedule with up to 28 hours per week. The incumbent must be a team player and able to work independently and collaboratively.

### **Additionally, the incumbent must possess:**

1. The ability to pass ACM's in-depth background investigation including criminal history, employment records, and personal references;
2. Intermediate to advance skills in the use of MS Word, Excel, PowerPoint, Outlook, Web browsers, iPad application, and data management;
3. A basic appreciation of the automobile and its role throughout American Society;
4. Demonstrated teamwork skills;
5. A positive, solution focused attitude;
6. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
7. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
8. A track record of providing high levels of customer service;
9. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
10. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types;
11. The ability to critically analyze and resolve quantitative, logistical and spatial problems;
12. The ability to project voice and speak to large groups without the aid of amplification;
13. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
14. Ability to stand and walk for extended periods of time;
15. Ability to work on a computer for extended periods of time;
16. The ability to lift and move up to 25 pounds frequently;
17. The ability to move classroom supplies from one floor to another, lead tours and meetings while moving throughout the Museum for long periods of time, read and interpret manuals and instructions, communicate clearly verbally and in written form to carry out responsibilities of the position.

## **WORKING CONDITIONS:**

1. Regular exposure to an office environment with occasional exposure to a shop, commercial retail, commercial food, and outside work environment;
2. Regular contact with the public;
3. Outside work is conducted in varying weather conditions;
4. Regular exposure to office equipment including: Computer work station, copy machine, postage machine, comb binder, paper cutter, printer, and telephones;
5. Occasional exposure to oil and petroleum products, solvents, cleaners, and various other chemicals;
6. Occasional exposure to dust, gases, and fumes.

## **SAFETY:**

1. Assists Facilities and Security in maintaining a safe and healthy environment for guests and employees by alerting Facilities and/or Security of defective materials, questionable safety conditions, and/or volatile individuals;
2. Supports the preservation of the Museum's physical assets and intellectual property;
3. Provides Risk Assessment and risk control while performing daily duties;
4. Instructs visitors, volunteers, and employees when observing unsafe or prohibited behavior.

## **OVERALL OPERATIONS:**

1. Works in a cooperative manner with all personnel at all times.

## **OTHER:**

1. Uses Microsoft Office programs to complete forms, reports, documents, letters, etc.;
2. Attends meetings as needed or requested;
3. Keeps Education Manager informed regarding significant successes, concerns, or issues involving education programs and major responsibilities;
4. Maintains regular work attendance;
5. Maintains a flexible schedule, able to work weekends, evenings, and holidays as needed;
6. Performs other duties as assigned.

## **APPLICATION PROCESS:**

**NOTE: Application elements include the following three items:**

1. Cover letter
2. Resume
3. Professional reference contact numbers (*minimum of three*)

Email all application materials to [jobs@americascarmuseum.org](mailto:jobs@americascarmuseum.org) or fax to 253-779-8499.

**NOTE: All application materials must be received to be considered for this position.**