

Posting Date: November 27, 2018
Position Title: Programs Educator
Reports to: Educational Programs Manager



Classification

Type: Hourly, regular part-time, non-exempt

Schedule: approximately 20 hours per week; ability to adjust to a flexible work schedule including weekday mornings and afternoons, evenings, weekends, and some holidays

Starting hourly wage: \$12 per hour

Scott Family Amazeum Overview:

The Scott Family Amazeum is a hands-on, interactive museum in Northwest Arkansas that creates a fun environment where risk taking, imagining, problem solving, discovery, collaboration, and exploration bring children and adults together to learn and grow.

The mission of the Amazeum is:

“To engage the imagination of children and their families through interactive exhibits, programs, and resources while creating an excitement for lifelong learning and the enrichment of lives.”

Through experiences with the Amazeum, individuals and the community are engaged in building relationships and developing identities as creative, curious, and innovative shapers for the region. Hands-on learning opportunities and inquiry-based discovery allow guests to exercise critical thinking and take risks in the context of play.

The Amazeum facility includes approximately 50,000 square feet of indoor space and one acre of outdoor exhibition and activity space. The exhibits and programs are multidisciplinary – based on STEAM (science, technology, engineering, arts, and mathematics) concepts– to further formal educational goals in a high-quality informal learning environment. The museum is located at the intersection of Museum Way and J Street in Bentonville, AR.

Position Summary

The Education Department of the Amazeum is looking for team members who are enthusiastic about promoting Creativity, Curiosity, and Community . Reporting to the Educational Programs Manager and working closely with the Director of Education and Director of Exhibits & Public Programs, Programs Educators will develop, teach, and facilitate curriculum and activities that support the Amazeum’s mission and overall strategic goals. Programming will focus on the Hershey’s Lab and Learning Loft classroom spaces to impact guests from the general public as well as visiting local entities such as Cub Scouts, Girl Scouts, homeschool families, and public schools. As key representatives of the Amazeum to the public, Programs Educators will also work as a team to provide excellent customer service, ensure a safe and hygienic space, and help evaluate and improve guest experiences.

Essential Functions

Teaching & Facilitation

- Provide supporting facilitation as well as lead instruction for educational programs and activities to a wide range of ages from pre-K to teens
- Design, conduct, and modify innovative educational experiences developed for public audiences, ensuring experiences are responsive to all participants’ needs
- Respond knowledgeably to guest questions and follow daily programming schedules
- Provide programming support for weekend and special events at the Amazeum and off site at community partner organizations as needed

Materials & Equipment Management

- Maintain organized inventory of supplies, equipment, and tools required for implementing educational and public programs
- Organize and prepare materials for use in onsite and offsite programs and events
- Ensure a safe and hygienic space; reset learning spaces between programs

Curriculum & Activity Development

- Work with Educational Programs Manager to develop new and improve existing program curriculum, including instructional and operational design, written descriptions and evaluation
- Ensure curriculum and activities adhere to the Amazeum's education guiding principles

Volunteer Collaboration

- Work closely with volunteers to model best practices of inquiry-based facilitation
- Assist in ongoing training of volunteers

Training and Program Evaluation/Improvement

- Actively participate in scheduled training sessions and meetings
- Take initiative to learn about new exhibit content and museum-wide events and news on a regular basis
- Help monitor and adjust the content and execution of educational offerings to improve program quality and guest experience

General Duties

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Amazeum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

Qualifications

Education and Work Experience

- High school diploma or GED; required
- BS/BA degree in Education or in one or more of the STEAM disciplines; degree completed preferred, degree near completion accepted
- Experience working with children and families; 1 year required, within informal education setting preferred
- Basic understanding of STEAM disciplines
- Minimum age of 18 years at time of hire

Technical Skills

- Proficient in the use of Google Documents and Microsoft Office applications including Outlook, Word, Excel, and PowerPoint.
- Strong verbal communication skills with emphasis on public speaking and presenting information to diverse audiences in an engaging and compelling fashion
- Strong written communication skills including proofreading, grammar, and spelling
- Ability to organize time effectively and manage multiple tasks simultaneously
- Strong attention to detail
- Strong teaching and facilitation skills adaptable to developmental levels and different learning styles
- Bilingual ability is desired, but not required

Learning Inclinations

- Independent, self-directed learner

- Proven ability to work independently as well as within a team environment
- Familiarity with inquiry and constructivist-based educational pedagogies
- Strategic thinker and able to problem solve effectively under pressure
- Understand the subtleties of non-verbal cues and the ability to respond to guests appropriately

Attitudinal Qualifications

- Demonstrate curiosity and passion for learning, with an excitement for new challenges
- Energetic, dependable, and personable; enjoy working with children and adults
- Excellent team player with positive attitude
- Comfortable being silly and playful; fun-spirited
- Highly respectful in speech, actions, and demeanor
- Commitment to the Amazeum's mission

Physical

- Able to stand, walk, and interact with children and adults for extended periods of time
- Able to lift up to 20 lbs. overhead regularly and occasionally 40 lbs.
- Valid driver's license, current auto insurance, and reliable personal transportation required
- Candidates may be required to pass a background screening and drug test
- Work is performed in an environment with moderate to excessive noise

How to apply

Submit completed Amazeum application, along with your resume and cover letter to Ashlee Bailey, Educational Programs Manager, abailey@amazeum.org