

Education Specialist

Job Description

Job Functions: Instructor for Education Department Programs

Location: History Museum on the Square - In-Person, On-Site, and Off-Site

Reports to: Education Manager

Employment Status: Part-time, \$15/hour

Weekend and evening availability needed, with flexible hours based on programming.

Primary Responsibilities:

History Museum on the Square Education Specialists support educational activities and programs by providing hands-on learning experiences for students and lifelong learners of all ages, both on-site and off-site. They handle various programs, including educational talks on historical topics, field trips for K-12 school groups, guided tours, and activity instruction for a variety of museum programs. The Education Specialists also take responsibility for transportation and maintenance of educational materials used in programs. They aim to deliver high-quality learning experiences for all ages that complement classroom teaching.

Education Specialists will be contacted when the History Museum on the Square receives a booking request. It will be at the discretion of the individual Education Specialist to accept or decline each assignment on a prompt, first-come, first-served basis.

Specific Duties:

- Gain expertise on Museum content and school program lesson plans to support and lead education programs, including educational history talks, engaging guided tours, and facilitating field trip experiences.
- Assist with program prep and clean up, including setting up activity spaces and supplies.
- Maintain and organize education materials, supply inventories, and teaching equipment.
- Understand and be responsive to the needs of teachers, students, youth and family groups, professional adults, and senior audiences throughout the program experience.
- Track and report program participation.
 - Submit documentation and evaluations to the Education Manager on time.
- Make suggestions to improve programs and achieve desired outcomes, including lesson plan modifications and new supply considerations.
- Ability to use technology for curriculum research, program development, and group instruction.

- Participate in team trainings and support the education department as requested.
- Maintain a valid driver's license that has not been restricted, revoked, or suspended.
- Maintain reliable transportation to enable travel to off-site visits within a 2-hour driving range, or the ability to rent a vehicle, with proof of vehicle insurance maintained on a current basis.
- Must be able to drive up to 2 hours at a time.
- Assist in the development of educational programming for all ages.
- Increase outreach opportunities with schools and non-traditional educational groups.
- Strengthen relationships with area school systems, homeschooling population, and other educational groups.
- Assist with museum coverage, including front desk and galleries.
- Assist with office phone, visitor inquiries, and tours as needed.
- Fulfill other assigned duties.

Requirements:

- Bachelor's degree in history, education, or related field from an accredited college or university preferred. Completed at least 60 College Credit Hours in a related degree field required.
- Minimum of 1-year experience working with children, preferably in an education setting, with knowledge of educational techniques, classroom management, and child development.
- Experience writing lesson plans and conducting research and evaluations preferred.
- Interest or experience in object/inquiry-based learning preferred.
- Knowledge of the United States, Missouri, and local history helpful.
 - Willingness to learn required. Good communication skills and a positive attitude.
- Familiarity with technology and interactive displays.
- Physical ability to handle objects and perform necessary tasks; move objects weighing up to 30 pounds, to climb stairs and ladders, to stoop, kneel, and crouch preferred. Able to walk up to 1 mile for guided tours.
- Background checks required.

Job Knowledge, Skills, and Abilities:

- Know and communicate the museum's mission, objectives, policies, and procedures effectively.
- Passion for working with both school-aged children and adult audiences.
- Knowledgeable about child development and appropriate activities for children of all ages.
- Familiarity with museum exhibits and related activities.
- Strong communication skills for interacting with diverse audiences, both adults and children.
- Excellent written, visual, and oral communication skills.
- Confident and comfortable with public speaking.
- Capable of classroom management and handling large groups.
- Able to work independently to achieve museum goals with limited supervision.
- Skilled in problem-solving, answering questions, and evaluating performance.
- Compliant with personnel policies, emergency procedures, and safety protocols of the museum.
- Experienced in creating and leading educational experiences.
- Creative, collaborative, and analytical with strong problem-solving abilities.
- Ability to build and maintain positive relationships with diverse groups.
- Organizational skills to handle multiple projects and unexpected situations.
- Meeting deadlines and budgets effectively.
- Strong commitment to social responsibility, diversity, equity, and inclusion.
- Proficient in computer skills, including Microsoft Office and web-based research.

Interested applicants can submit a cover letter and resume to the Education Team at **edu@historymuseumonthesquare.org**

Please format your subject line in the following manner:

EDUCATION SPECIALIST APPLICATION: [Your Name]