

# Museum Educator

## Description:

The NLM is seeking a Museum Educator to join a dynamic and growing Learning and Public Engagement team in delivering education and public programs for our core audiences: youth & families, school & teachers, and adults. This position will play a key part in the delivery of *Big Ideas for Little Learners*, a two-year early years' literacy initiative funded by the William Penn Foundation, and the museum's family-focused programming. As part of a team of Educators, this position also will contribute to the development and delivery of the Museum's school programs, including field trips and teacher professional development programs, as well as its signature outreach initiative, the Young Heroes Outreach Program (YHOP).

As we combine efforts to produce both on- and off-site programs, as well as virtual learning experiences, we seek an experienced Educator who is committed to community engagement, has knowledge of K-12 curricula, and is adept at producing both in-person and virtual learning programs.

The desired candidate will have experience in formal and informal learning environments, particularly in an early-years' setting, familiarity with K-12 curriculum and museum pedagogy, specifically visual thinking strategies, inquiry-led and project-based learning.

Diverse applicants encouraged to apply.

## Reports to:

VP of Learning & Public Engagement

## Hours:

Full time, 40 hours a week. Mon-Fri

Occasional Weekends and Evenings will be required.

## Duties & Responsibilities:

- Support in the development and production of NLM education programs, including field trips and tours, teacher professional development programs, and educator resources; as well as early years and family-focused programming.
- As part of project team, coordinate *Big Ideas for Little Learners* program, including content development, scheduling, registration, staffing and sourcing materials.
- Conduct all virtual/in-person YHOP school visits, including classroom programming to all assigned participating schools.
- With other Museum Educators, lead weekday museum tours for all school, community, adult and camp groups including 90 – 120-minute guided tours and workshops.
- Develop evaluations and progress reports on participant learning outcomes.
- Prepare reports for leadership and development on all current and future outreach programming.
- Assist Learning and Public Engagement team with museum-wide projects and events.

- Assist in the daily facilitation of the Learning & Public Engagement department, and various administrative duties including correspondence with schools, school application processes, budgeting, meetings with teachers and purchasing of supplies.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree required
- A minimum of 3 years of teaching in a classroom or educational setting, or a combination of the above
- Comfortable working in diverse communities
- Excellent writing and public speaking abilities
- Understanding of the Philadelphia Arts and Culture scene
- Knowledge of the Philadelphia School Systems
- Proven ability to work effectively and flexibly in a team environment
- Teaching Certificate, preferred
- Meet standards for Licensing Requirements

### Physical Demands:

The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

### Work Environment/ Office Culture:

NLM is a small team, where employees must be adaptable. You will be expected to interact and work with many different departments, and foster relationships with outside groups for events.

### To Apply:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The full benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care. We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter in one PDF file for immediate consideration to [jobs@libertymuseum.org](mailto:jobs@libertymuseum.org).

We regret we may not be able to respond to all applications. No phone calls, please.