

MUSEUM EDUCATION ASSOCIATE

Summary of Duties:

Assists with instruction during overnight programs, and distance learning experiences at the museum. Leads tour groups as guide and/or as coordinator as needed. The Museum Education Associate is within the Education and Guest Experience Department, and reports to the Director of Education and Guest Experience. This is a part-time, hourly, non-exempt position.

Essential Duties and Responsibilities:

- Instructs distance learning, and overnight programming.
- Leads tour groups as guide and/or as coordinator as needed.
- Executes schedules to ensure tour logistics runs smoothly.
- Facilitates visitor interaction through immersive exhibits.
- Works weekends; evenings, and other shifts as required. Flexible schedule based on programs booked by Museum Education Associate.
- Works 10 scheduled overnight shifts (annual) on weekends for scout programming.
- Requires a valid driver's license.
- Other duties as assigned.

Supervisory Responsibilities:

- None for this position

Qualifications:

- **Education**
 - Requires associates degree from an accredited college or university and one to three years of teaching experience. Or equivalent years of experience can suffice for education experience. A general knowledge of air and space history is essential.
- **Language Skills**
 - Requires the skills and abilities that allow for effective communication with the public and fellow professionals.
- **Mathematical Skills**
 - Requires basic mathematical skills.
- **Technical Skills**
 - Knowledge of computers including Microsoft Suite and the internet.
- **Reasoning Ability**
 - Ability to work independently and on teams.
- **Physical Demands:**

- Travel required for outreach programming.
- Range of hearing, speech, and sight conducive to communicating with a varied audience and/or staff, to record, prepare and convey appropriate materials and reports. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, and other office equipment. May require prolonged standing, sitting, stooping, bending, lifting, or twisting.

Work Environment:

Work is performed in a museum or school setting. It involves frequent contact with staff, visitors, school, and tour groups. Work may be stressful at times. Frequent evening and/or weekends and holiday work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Armstrong Air & Space Museum is an equal opportunity employer. The Armstrong Air & Space Museum does not discriminate in its employment on the basis of race, color, religion, gender, national origin, ancestry, disability, age, and veteran status, or on any other basis that would be in violation of any applicable federal, state or local law.

Compensation: \$15.00 per hour, non-exempt. Up to 28 hours per week.

Benefits include sick time, free museum membership, discounts on museum merchandise and select programs.