



Job title	<i>Museum Educator</i>
Reports to	<i>Education Manager</i>
Team	<i>Education</i>
Grade	5

Cleaning Duties and responsibilities

Due to the unprecedented nature of the current pandemic, until further notice, all employees will be expected to disinfect and clean aspects of the workplace as assigned. For the health and safety of our staff and guests, this may include but is not limited to cleaning and disinfecting high-touch surfaces, shared staff spaces, restrooms, and guest areas.

What we want

The Museum Educator will teach playful, stimulating, and hands-on STEAM/Health & Wellness classes to children and families at Discovery Lab and in a variety of settings around the Tulsa area. The Museum Educator will teach others to be innovative, creative, critical thinkers, problem solvers, communicators, and collaborators.

What you'll do

Primary functions:

- Delivers STEAM/Health & Wellness programming, assemblies, camps, and demonstrations in a variety of settings, including outreaches and museum floor facilitation.
- Collaborate with the education team by being a problem solver, open communicator, assisting other educators as needed, and having a positive outlook/attitude to support the education team.
- Participates in education events, professional development, and community events as directed by the Education Manager.
- Regular, punctual attendance

Secondary functions:

- Sustains a safe and secure environment for students, museum guests, and staff.
- Maintains up-to-date regarding best practices in education as it relates to Discovery Lab's exhibits and programs.
- Assist with training new employees for designated areas of responsibility by sharing knowledge, explaining step-by-step processes/systems, and any other training needed.
- Supports the development of educational programming, as assigned by the Education Manager.
- Assumes tasks and responsibilities as assigned by the Education Manager

What you'll need

Knowledge and skills:

- Delivery of STEAM/Health & Wellness curriculum.
- Adaptable classroom management skills.
- Effective customer service skills.
- Professional communication skills, both written and oral.
- Implement organizational, analytical, and problem-solving skills.
- Effective use of Microsoft Word Suite.
- Ability to multitask and openly communicate.
- Recognize and respond appropriately to safety and security issues.

Education and work experience:

- Bachelor's Degree or equivalent combination of education and experience.
- Ability to present 21st Century process skills and content in an engaging way with a diverse population of learners.
- Comprehensive understanding of STEAM and Health & Wellness educational topics.
- Minimum of one year experience teaching in an informal setting (museum, zoo, nature preserve, etc.).

Preferences:

- Fluency in a language in addition to English to support Discovery Lab's mission and objectives.
- Early childhood education experience.
- Minimum 2 years delivering educational programming.

How you'll work

This job is a regular, part-time, non-exempt, hourly position. The typical work schedule for this job is dependent upon staffing needs. Occasional after hours may be required. Moderate to loud noise environment, general office environment, classroom environment.

Physical requirements

20% Sitting, 70% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks
- Valid driver's license

Direct reports

None

This position description is representative of the major position requirements and is not intended to be all inclusive.

Discovery Lab is an equal opportunity employer and does not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other basis made unlawful by applicable federal, state, or local laws or regulations.