



Museum Lead Educator for STEAM Programming:
(Weekly STEAM'D Up Program and STEM Centered Community Events)

Job Description

Recommended Background: Program and instructional development with teaching experience in STEM, preferably grades K-5. Knowledge of Science, Engineering, Technology, and the design-thinking process

Reports To: Makery Manager; Manager of School and Family Programs

Position Classification: Part-Time

Hours: 25-30 hours per week

Required Attendance: Monday 8:45-2:45 PM - Planning and Field Trip hours
Wednesday & Thursday 1:30-5:30 PM -STEAM'D Up Program
Friday 1:00-5:00 PM - Community Outreach
Sunday 12:30-5:30 - Makery & Programming

Pay Rate: Hourly - based on experience and skills

Position Overview:

Kidzu's Museum Lead Educators are responsible for creating and facilitating weekly STEAM'D Up Programs and STEM Centered Community Events as a part of the Visitor Experience Team. All Museum Educators must demonstrate a commitment to Kidzu's mission and the philosophy of play-based, experiential learning. The STEM Educator must tinker, DIY, wonder "how things work", and inspire the next generation of inventors and creators. They will have excellent communication, presentation, and organizational skills and the ability to work successfully while multitasking. Hours will vary, but may include evenings and weekends. Educators must have a reliable form of transportation for off-site community STEAM events. In addition, Educators are asked to attend the Visitor's Experience Team Meetings to ensure planning and implementation align with our museum-wide initiatives.

Essential Duties and Responsibilities May Include:

Maintain Kidzu's methods of preparation, program management, and engagement in an informal experiential learning environment. Demonstrate strong time-management and attention to detail. Observe audiences and facilitate activities and general making based on

ability, interest level, and knowledge of the visitor. Be Mentors, Leaders, and Role Models for Volunteers, Interns, Makery Fellows, and Visitors. Be innovative, creative, and energetic.

Maintain positive relationships with participants. Display awareness and sensitivity when interacting with diverse populations. Handle challenges with a positive attitude and excellent customer service. Engage effectively with children and the adults that care for them by exemplifying curiosity and infectious enthusiasm for learning through exploration and play. Display a passion for helping others and an interest in sharing your expertise to inspire young visitors.

Arrive on time and prepared for scheduled shift including some off-site events. Immediately set up program location and supplies. Greet visitors with safety rules and policies when they enter the Makery. Abide by all staff policies and help visitors maintain visitor policies. Answer any questions and provide supplies for visitors. Maintain a calm, purposeful, free-flowing environment. Maintain a safe environment, defined by Kidzu as a space that is inviting, clean, accessible, age appropriate, and minimizes potential harm. Notify a manager of any accidents or incidents. Document the progress of the Makery and STEAM'D Programming with photos of children whose adult has filled out the photo release form. Document the daily attendance.

Work with community partners, university and graduate students and professors to bring their expertise to the visitors and staff in the Makery. Discuss and help to finalize monthly themes and activities according to your experiences and expertise as a part of the Visitor Experience Team. Plan, Prepare, Facilitate, and Evaluate a weekly program based on monthly overarching and weekly specific themes.

Develop curriculum surrounding a variety of STEM related topics. Along with an assistant, the candidate will facilitate Friday afternoon enrichment programs at our partner's off-site location. The educator manages supplies, procedures and evaluations for this program. He/She is responsible for building relationships with the community partner's team, parents and students.

The Educator is responsible for ensuring the program area is cleaned up and supplies are put away or discarded. The Instructor must report any challenges, concerns, etc. to the Manager for guidance.

Perform all other duties as assigned.

**Send Cover Letter, Resume, References, and examples of your work
to Marcia Blackstock: blackstock@gmail.com**