



Museum Educator Job Description

The Museum of Children's Arts seeks enthusiastic and motivated Museum Educators to lead inquiry-based art classes, workshops, and events, and to assist with museum programs. Museum Educators are creative problem solvers who love to explore new ways of engaging museum audiences with art and art making. As a Museum Educator you will be a highly organized individual who is a team player, is able to communicate professionally and sensitively with the public, interact and educate children of all ages, and work collaboratively with staff. Individuals with a continued interest in the museum education field are highly encouraged to apply.

MOCHA offers programs in the museum's gallery and studios seven days a week. These include exhibitions, classes, workshops, field trips, open studios, and seasonal camps. Museum Educators have varied responsibilities, which support museum programs and can include but are not limited to: on-site/off-site teaching, developing curriculum, selling admissions/memberships, facilitating community events, and helping train new Museum Educators.

Museum Educators work in the following settings:

- **Classes, Camps, & Workshops:** lead art workshops and collaborate with staff to create age appropriate curricula
- **Field Trips:** provide an introduction to the museum and teach interactive art lessons for visiting students
- **Open Studio:** facilitate drop-in studio sessions for children, youth and their families
- **Special Events/Community Programs:** provide hands-on activities at community events

Responsibilities:

- **Art Instruction:** deliver 60 to 90 minute lessons that can include inquiry-based discussions, hands-on art lessons, student-assisted clean-up and closing reflections for children ranging in age from pre-K to 12th grade, and from a variety of backgrounds including students with special needs and children with English as a second language
- **Open Studio:** develop interactive theme based art projects. Assist visitors as they interact with the studio environment, encourage their creativity and exploration of materials. Oversee set-up and continual clean-up of art studio and art material preparation

- Customer Service: greet and welcome museum visitors, take admissions payments, register members, disperse informational materials, monitor performances and attendance numbers, and other related tasks
- Implement current school focused art pedagogy within lessons
- Collaborate with staff to help develop contextual and age-appropriate hands-on arts education lessons
- Attend all trainings and meetings and lead at least one training activity per year
- Communicate promptly and professionally with staff in person, via email and phone
- Complete all necessary evaluations and reports, including standard MOCHA evaluations and any additional evaluations/forms required for grant-funded programs
- Actively monitor for safety throughout the museum

Qualifications:

- Experience providing hands-on arts education to children and youth
- Ability to create safe, inclusive, supportive and creative environments for children, youth, families, and volunteers
- A commitment to the field of museum education and an interest in continued study in pedagogical strategies and practices
- Ability to demonstrate, engage, challenge, and interest youth through the arts
- Experience designing and implementing developmentally appropriate art curriculum
- Knowledge of youth development and arts education principles and practices
- Experience working in customer service roles, ideally in a museum or non-profit environment
- Strong organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities, plan ahead, anticipate and articulate program needs, and work independently
- Ability to problem-solve, be flexible, and imaginative. A sense of humor and excellent communication skills
- Bilingual is a plus
- Flexible schedule Monday through Saturday

This Position Reports To: Museum Manager and Director of Programs

Hours: Hours vary depending on need

Rate of Pay: \$16 - \$18 an hour

To Apply: Please send a cover letter (explaining your interest in the position) and resume to jobs@mocha.org, subject: (Applicant Name) Museum Educator. Please note incomplete applications will not be reviewed. No phone calls please.

Selected applicants must be eligible to work in the United States and willing to submit to a background check, fingerprinting, and TB testing.

The Museum of Children's Arts is an equal opportunity employer. Candidates from diverse ethnic and cultural backgrounds are encouraged to apply.