

ANCHORAGE MUSEUM ASSOCIATION

Title: Educator

Reports To: Science and Innovation Education Manager

FLSA Status: Exempt

EEO Class: First/Mid Offs & Mgrs

Approved by: Museum Director/CEO

The Anchorage Museum is for people, place, planet, and potential, in service of a sustainable and equitable North, and with creativity and imagination for what is possible. We strive to be a place of ideas and transformation, narratives and perspectives, resilient and relevant communities, and responsive to a rapidly changing world toward a better future for all. We welcome diversity and inclusion and recognize all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

Summary Position Statement

Under the general direction of the Science and Innovation Education Manager, this position is responsible for the development and delivery of educational programming that crosses boundaries of ideas and disciplines and works with multiple audiences and ages, including young children. Using the talents and knowledge of staff, and the material and intangible resources of the Anchorage Museum, the incumbent will provide innovative experiences that enhance understanding and foster curiosity about Alaska and the Circumpolar North.

Essential Functions

- Oversee, facilitate, assess, and maintain CoLab activities with visitors, with a focus on safety
- Present and interpret content or concepts to visitors in a professional, friendly, and accessible manner
- Regularly communicate information about CoLab daily operations to the Science and Innovation Education Manager
- Manage day-to-day facility operations of CoLab, including opening and closing the space, and work closely with the Science and Innovation Education Manager on training and overseeing volunteers
- Prepare hands on activities for visitor use
- Facilitate monthly CoLab Workshops, working alone or with other staff
- Manage the BLINK toddler program and oversee staff and volunteer scheduling
- Create curriculum and resources for the weekly BLINK program, online resource content, and bi-monthly Minors and Nappers workshop curriculum
- Create and facilitate teacher professional development programming (e.g. school district professional development)
- Facilitate a variety of programs for all museum audiences, including experiences in CoLab, museum galleries and exhibitions, classes, outdoor spaces, and schools

- Collaborate with Museum and other content-area experts to develop and deliver a wide range of programs for school groups (pre-K through 12), families, the general public, and other Museum's audiences
- Identify individual audience needs and goals and implement attainable timelines for project and programs
- Work with the Marketing and Public Relations staff on the multiple vehicles used for promotion

Non-Essential Functions

- Collaborate with other museum staff to create and edit digital teaching resources
- Restock, replace or repair (as appropriate) necessary supplies
- Research current trends in education and share with other Museum staff the latest trends and forward-thinking approaches
- Participate in rentals, private, and/or special events, as requested
- Perform other duties as assigned

Knowledge, Skills, Abilities

- Ability to become familiar with and understand the educational content of CoLab activities
- Excellent written and oral interpretative skills with the ability to introduce innovative ideas to and to inspire curiosity in diverse audiences
- Must be a professional, responsible, reliable motivated team player with strong interpersonal and organizational skills
- Experience writing curriculum that aligns with state and national educational

Qualifications:

- High-school diploma or equivalent, or a combination of education and experience
- One year of experience developing and delivering interdisciplinary experiences and resource materials
- One year of experience managing projects with discreet timelines and annual budgetary monitoring
- Formal classroom teacher experience preferred
- Proficiency in curriculum development, distant learning technology, and administrative organization and operations preferred
- Bachelor's degree in education (art, history, or science), museum studies, museum education, the sciences, art, anthropology, history, or other related field, preferred
- Excellent written and verbal skills

Employee Expectations

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position

- Lead by example by maintaining a high standard of professional ethics and conduct
- Treat everyone with dignity and respect
- Support and uphold the policies, procedures of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.