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| Job title | <i>Education and Engagement Assistant Part-time/Fulltime</i> |
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Job description

The Education and Engagement Assistant works with the Education Director to assess and enhance lesson plans, foster community involvement through museum partnerships, outreach initiatives in schools and community centers (for both youth and adults), facilitate program development and instruction, and oversee curation of social media content. These efforts are in line with The Mini Time Machine Museum's mission to preserve and advance the art of miniature-making. The role also entails aiding in the planning and execution of interpretive material for the museum's permanent collection and temporary exhibitions.

Duties and responsibilities

- Helping develop structured lesson plans focused on the museum's collection, that will be available as an online resource and for in-person presentations, whether in community settings, classrooms, or other public venues. Moreover, generating content to enrich comprehension and interaction with the museum's exhibits.
- Conduct research for The Museum's outreach program: Imagine Excellence. Gather insights into existing outreach programs, community needs, and successful strategies.
- Oversee the Minis for All program, managing creative prototypes, supervising in-person sessions, and monitoring the online community for respectful and supportive interactions.
- Solicit and schedule program presentations, handling all correspondence between the museum, educators, and organizations regarding program visits.
- Maintain accurate records of hours, mileage reimbursement, and attendance numbers.

Qualifications

Education

Associate's or Bachelor's degree in art education, Art History, or Studio Art with combined teaching experience, Museum Studies, or a related field.

Job Requirements

- 1+ years experience in educational settings, both formal and informal, catering to diverse age groups
- Experience in curriculum development and educational outreach.
- The ideal candidate should show effective communication and interpersonal skills, the ability to work effectively with diverse audiences, and exceptional organizational skills and attention to detail.
- Proficiency in Altru CRM software is preferred.

Other Characteristics/Qualification

Administrative and professional:

- Holds a valid driver's license and maintains reliable transportation.
- Possess a current Fingerprint Clearance Card (or willing to obtain one)
- Present in a professional and friendly manner.

Interpersonal and independent work:

- Demonstrate courtesy and personability when engaging with the public, representing the museum effectively.
- Work independently, take initiative, and motivate others.
- Exhibit strong interpersonal skills.
- Display dependability, punctuality, and a proactive attitude.

Critical Thinking and Adaptability

- Demonstrate problem-solving, analytical, and creative thinking.
- Show a desire to learn new things and adapt to changing technologies.

Specific Project Contributions

- Assist with Sizing Up My World Mini Grant correspondence.
- Contributions to docent training related to the school curriculum.
- Support the development, design, and production of gallery, educator, and special exhibition materials.
- Help organize and implement Teachers Appreciation Night
- Assist with summer camp program planning, implementation, and instruction.

Operational support

- Support the Education Department's operational functions, including statistical collection, documentation, tour evaluations, correspondence, research, and grant writing.

Schedule

Part-time: Monday - Friday, occasionally on Saturday.

Salary

\$17.00/hour

Resumes must include two references and may be submitted in person during business hours or emailed to Djamila Jean-Charles djamilajc@theminitimemachine.org. This position will remain open until it is filled.