



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to kendra@vanderbiltmuseum.org

Job Title: Museum Educator/Part-time

Summary: The Museum Educator, under the supervision of the Director of Education, will teach all school programs and workshops for youth and adults relating to the collection of the Museum. The Museum Educator will represent the educational programs of the Museum in a professional manner and will support the Director of Education in her role.

Location: Suffolk County Vanderbilt Museum and Reichert Planetarium, 180 Little Neck Rd., Centerport, NY 11721

Range: \$20.00 per hour

Status: Year-round part-time, non-exempt

Hours: Year-round part-time position, **in person**, Monday to Friday and occasional weekends. The work schedule hours are varied, based on programs and special workshops, to be discussed during interview.

The hours of Museum operation:

Fall/Winter – Tuesdays, Fridays, Saturdays, Sundays

Spring/Summer - Tuesdays-Fridays & Saturdays and Sundays

The Museum is open during certain Holidays and for school closures, such as Presidents' week and winter break.

Duties and Responsibilities include the following:

- Assist the Director of Education with the preparation of materials for all educational programs and workshops.
- Organize and present materials for all educational programs and workshops for students and adults.
- Use established program content outlines to communicate program themes and objectives, and to meet the age, grade level and capabilities of students.
- Engage and communicate effectively with all groups of students.
- Interpret Museum collections and exhibits; support engagement with the stewardship of all cultural resources.
- Observe all standards operating procedures for opening and closing exhibit sites.

- Participate in inventorying all equipment and supplies; create a supply reorder list, when applicable.
- Prepare rooms for use in all educational programs and workshops; set up and clean up after workshops.
- Present on-site and virtual programming.
- Participate in outreach to schools and other organizations.
- Engage in self-directed study (e.g., reading, web research, discussion with colleagues) during regular work hours.
- Utilize various software platforms to engage students in a teaching environment and present virtual programs, as required.
- Utilize various software platforms to participate in online meetings.
- Commit to work related calendar schedule posted monthly and confirmed two weeks in advance.
- Build positive work relationships with staff and coworkers.
- Create a positive, safe, and inclusive learning environment for all students and patrons.
- Represent the Education Department at the Suffolk County Vanderbilt Museum and Reichert Planetarium, and community events.
- Must be available to work occasional weekend schedule.
- Perform other related duties as assigned.

Skills:

Excellent oral and written communication
Must be flexible
Meticulous attention to detail
Intermediate computer and technical literacy/ability to present virtual programs, as required
Passion for the Museum's mission and unique purpose

Ability to work effectively with diverse groups
Diplomacy and professionalism
Excellent organizational skills
Ability to work both individually and collaboratively
Knowledge of online meeting platforms
Positive and constructive attitude

Experience:

Bachelor's degree (Required)
2+ years working with children (e.g., classroom teacher or aide, after-school program presenter, scout leader, camp counselor, youth group leader) (Required)
Demonstrated ability to work effectively with diverse groups (Preferred)

Smoking is prohibited on Suffolk County property.

The Vanderbilt Museum and Planetarium is an Equal Opportunity Employer.