POSITION: Child Education Specialist

JOB SUMMARY

The Child Education Specialist will work to ensure that the museum is accessible, welcoming, and engaging for children and families. As part of the education team, this position will primarily focus on our youngest visitors, their families, as well as elementary-aged students. A good fit for this position is someone with excellent communication skills and adaptability, able to complete tasks with minimal supervision, and not afraid to get messy. Art teaching experience is not required.
This position is the primary developer and educator for the programs and activities created especially for our youngest and elementary-aged visitors and their families. This role includes development and implementation of our first Saturday Biggs Kids workshops, our 10-week Summer Read and Make series, and assisting with the curriculum development and facilitation of our Summer and Winter ArtVenture Camps.

This position reports to the Curator of Community and Academic Programs.

ESSENTIAL FUNCTIONS

- Engaging and educating children, students, and families about various art styles, techniques, periods, artists, exhibitions, and pieces in the collection through tours and hands-on activities
- Gather and prepare materials for educational programs
- Assist in the creation of child and family friendly programs and art-making activities
- Memorize and present tour and workshop curriculum
- Attend occasional on-site Museum programs and assist with coordination; including but not limited to setup and tear down of tables and chairs, decorating, catering support, and clean-up
- Other related duties as assigned

SKILLS AND EXPERIENCE

- Enjoys working with children and families.
- 1+ years of visitor/guest services experience. Applicant does not need to have museum or art teaching experience, but must have a basic understanding of art materials and art in general; demonstrates a desire to work in the art field with a community service-driven mindset and the creativity to flourish.
- 1+ years working with youth or the general public in an educational environment
- Demonstrates a background in public speaking or performance.
- Basic knowledge of art materials and art
- Highly energetic, with a positive attitude that is driven, creative, and resourceful
- Professional and personable demeanor; ability to interact effectively and appropriately with diverse groups of colleagues and visitors
- Flexible, with the ability to make thoughtful, independent decisions in a fast-paced environment
- Ability to lift up to 25 lbs. unassisted
- Must work independently with moderate supervision
- High School diploma

WORK SCHEDULE

This is a part-time, 5-12 hours per week position. Each 7-hour shift includes a 30- to 60-minute unpaid lunch period. Extra hours may be required in order to meet position requirements related to special event coverage. This position is required to work the first 2 Saturday’s of each month. The remaining days and hours of work will be communicated in line with the museum’s regular work scheduling practice.

PAY RATE: $12/hr.

TO APPLY: Email a cover letter and your resume to programs@biggsmuseum.org by March 21, 2022. No phone calls please.