



Assistant Museum Educator

Location: Wilmington, NC

The Children's Museum of Wilmington

The Children's Museum of Wilmington has been serving the greater Wilmington area for over 25 years. Nestled in the downtown Historic District, the Museum boasts over 15,000 square feet of indoor and outdoor interactive exhibit space. The Museum offers programming, field trips, outreach, camps, birthday parties, and facility rentals. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. Learn more at playwilmington.org.

Hours:

Part-time: 20 - 25 hours per week with potential for additional hours Memorial Day through Labor Day

Flexibility to work hours Monday through Friday 8:30 am - 5:30pm

Occasional nights and weekends required as needed to support special events

Job Description

The Assistant Museum Educator is an integral member of the Museum team. From assisting and managing everyday experiences at the Museum to facilitating programs, camps, outreach, and field trips, this position will ensure daily interactions with guests are engaging and filled with high-quality learning. The Assistant Museum Educator will work closely with the education team to create, execute and evaluate various programming. This position reports directly to the Museum Educator.

Duties and Responsibilities

- Promote a welcoming environment to engage children and families, and maximize learning and enjoyment in the Museum
- Plan, facilitate, and engage guests in educational content and objectives through daily programs, field trips, camps, and outreach
- Assist in the creation, management, and facilitation of exhibit and virtual education programs

- Communicate with staff, educators, and parents as needed for programs, camps, field trips, and outreach
- Keep tracking log of daily program, field trip, and outreach attendance
- Serve as a Museum ambassador and provide exceptional customer service
- Assist educators in planning and executing in-house special events
- Attend and participate in regularly scheduled staff meetings
- Adhere to Museum policies and procedures
- Other duties as assigned

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 responsibilities and duties required.

Preferred Qualifications

- Current student enrolled in an early education program
- Experience working in a childcare or an educational setting
- Experience in working with children
- Exceptional communication and interpersonal skills
- Ability and passion for creating a positive, playful environment for visitors and colleagues
- Collaborative, creative, and organized with enthusiasm for new projects
- Insatiable curiosity with an eagerness to learn, willing to ask questions, and apply feedback
- Bilingual in English/Spanish preferred

Pay Range: \$15 - \$18 an hour

The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status or any other category protected by law. This policy applies to all aspects of employment at CMOW, including, but not limited to recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment and other terms and conditions of employment.

Interested candidates should submit a letter of interest and resume to anna@playwilmington.org.

Updated November 2023