



THE CHILDREN'S MUSEUM
OF WILMINGTON

Museum Educator Job Description

The Children's Museum of Wilmington

11/2021

The Children's Museum of Wilmington has been serving the greater Wilmington community for almost 24 years. Nestled in the downtown Historic District, the Museum boasts over 17,000 square feet of interactive exhibit space. This inspiring Museum celebrates the joy of childhood by providing eye-opening programs and activities that encourage kids to play to learn. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. As a Museum Educator, you will help realize this vision for the Museum's visitors.

What You'll Do

As a Museum Educator, reporting to the Executive Director, you will be a critical member of the Museum team. From managing everyday experiences at the Museum to facilitating programs and field trips, you will ensure daily interactions with guests are engaging and filled with high-quality learning. Working closely with the rest of the Museum team, you will help facilitate learning both inside and outside the Museum through the exhibits and programming. This position will work to develop and/or execute the following:

- Promote a welcoming environment to engage children and families, and maximize learning and enjoyment in the Museum
- Facilitate education programs and events both within and outside the Museum
- Assist in the creation, management, and facilitation of virtual education programs
- Engage guests in educational content and objectives
- Attend and participate in regularly scheduled staff meetings
- Perform admission or exhibit duties as needed or assigned
- Perform open and close procedures with a focus on restock, cleaning and sanitizing
- Adhere to Museum policies and procedures
- Organize, manage, and communicate with educators or parents as needed for Museum education programs or birthday parties
- Serve as Museum ambassador and provide exceptional customer service to guests
- Other duties as assigned

Preferred Qualifications

- At least 2+ years experience in education, museum education, and preferably STEM programming
- Experience in working with children
- Experience and demonstrated facility with software such as Word, Excel, CRM's, Canva, etc.
- 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
- Bachelors Degree preferred

Schedule

Five-day 30 hour workweek, Monday through Friday. Majority of hours must be during opening/closing hours. Some weekend days required for special events.

To apply, please submit a resume and a cover letter with the subject line: Museum Educator.

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 protect 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.