

Jack Hadley Black History Museum
214 Alexander Street
Thomasville, Ga. 31792

JOB SUMMARY: The Museum Educator is responsible for delivering museum programs via the museum's Education Plan. This position is solely responsible for presenting from prepared curriculum. This is a full-time position.

DUTIES:

- Work with consultants to gather data that will be used to inform the museum's educational philosophy, goals and plan;
- With the consultant's assistance develop an **informed plan based on data**;
- Work with the consultant to develop a pilot program and recommend methods to bring it to scale;
- Deliver Museum presentations in accordance with Education Plan and museum's mission;
- Prepare for presentations by **compiling materials and arranging presentation space**;
- Travel to schools and community centers for presentations;
- Maintain and store outreach materials between presentations;
- Assist in the delivery of public programs at the museum, which includes occasional evening and weekend hours;
- Train volunteers to deliver tours based on the plan and best practices;
- Research and expand personal knowledge of curriculum materials;
- Support overall museum operations by cooperating with Education staff colleagues, and by providing professional assistance to other departments**;
- Meet monthly with the Board; and
- Additional duties as assigned by the Founding Director.

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience;
- Prior presentation experience in schools or informal learning environments - **preferred**;
- Excellent public speaking skills;
- Excellent interpersonal communication skills;
- Curious and a love for learning**;
- Ability to adjust to changing situations with ease;
- Ability to commit to a flexible work schedule, including occasional nights and weekends;
- Reliable transportation and a valid driver's license;
- Ability to **lift and carry 25+ lbs, stand on feet for extended periods of time, arrange classroom furniture (tables, chairs, desks), and climb on ladders**; and
- Must pass background check.

DESIRED QUALIFICATIONS

- Bachelor's or advanced degree in Museum Education **preferred**; however, Education, History, Anthropology or a related field **accepted**;
- Culturally sensitive and Cultural knowledge of African American history

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