

COLUMBIA RIVER MARITIME MUSEUM

Job Title: Educator I
Reports to: Education Director
FSLA: Non-exempt - Full Time, Salary
Salary Range: \$36,000 - \$43,500 annually DOE

JOB SUMMARY – Educator I

The Educator I conduct enthusiastic, fun-filled education programs for diverse museum audiences (with particular emphasis on students, youth, and multigenerational groups) based on the museum’s mission. This position will contribute to the educational department’s reach through implementing on-site offerings such as Learning Labs, public programs, and special events. Educator I will shadow across the department in order to assist in multiple capacities when needed.

This position reports directly to the Education Director and is within the Education Department of the Columbia River Maritime Museum. This position is qualified as salaried, non-exempt, 40 hours per week with benefits. Work schedule is Sunday – Thursday 8:30 AM – 5:30 PM with an hour lunch and may include holidays and school breaks.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following.

- Direct Instruct Learning Labs for classroom visits to the museum during the school year and Summer Learning Labs for camp visits during school breaks.
- Facilitate public programming throughout the year.
- Coordinate and schedule all groups that select a Learning Lab or Summer Learning Lab for their visit to the museum throughout the year. This includes email and phone communication, transferring information from a submitted form to our confirmation forms, creating a day-of schedule for their visit, sending reminder emails and after visit surveys.
- Keep detailed records including but not limited to photo waivers, progress images, analytics, and inventory.
- Deliver a positive museum experience and interact in a way that is pleasant, customary, and expected, particularly when serving in a teaching role with children.
- Maintain regular, reliable attendance.
- Work collaboratively with department for smooth implementation of groups on site.
- Other duties may be assigned.

EDUCATION AND EXPERIENCE

Bachelor’s degree is preferred. Relevant fields such as museum studies, education, history, or another discipline related to the museum’s collections and mission is preferred.

Experience working in an informal education environment desirable.

COLUMBIA RIVER MARITIME MUSEUM

ADDITIONAL QUALIFICATIONS

- Experience working with children.
- Excellent communication skills and proficiency in computer systems.
- Knowledge of museum education, informal education practices, diverse learning styles, and/or STEAM based programming.
- Willing and able to fill in as needs pop up or change including all aspects of the education department.
- Experience with memorization of content and public speaking
- Ability to multitask.
- Hold a valid driver's license and able to travel on occasion

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use hands for tactile learning opportunities; talk or hear; and sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move materials up to 50 pounds.

Depending on seasonal visitation, this can be a very physical, active role., The employee could be outdoors in all types of weather during site visits; moderate noises (examples: business office with computers and printers, light traffic). During lower visitation seasons, the employee can expect to spend more time indoors and in quiet, research-focused environments. Accommodation for all aspects of this position are welcome.

The Columbia River Maritime Museum seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send a cover letter with salary requirements and resume to hr@crmm.org

- Excellent Benefits (Medical, Dental, Vision, EAP & more)
- 403(b) Retirement Plan with Employer Match
- Paid time off including sick leave, and vacation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards

COLUMBIA RIVER MARITIME MUSEUM

required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law