

Job Description

Position Title: Education Associate – Full time

Position Summary: The Education Associate will assist in all areas of the MIM Education Department, with an emphasis on field trips. S/he will also provide administrative and logistical support in the planning and execution of a variety of educational activities and programs.

Primary Responsibilities:

- Act as “on-the-ground” field trip support on weekday mornings, particularly during high volume season; support team members and volunteer team members in a variety of tasks, as needed, including: set up, interior traffic flow, group time management, survey distribution, introductions to self-guided groups, etc.
- Assist with tour bookings, reminder emails/phone calls to teachers, and tour checklists
- Help support Gallery Guides and Experience Gallery Guides during field trips
- Help write and manage timelines and schedules for “The Beat,” MIM’s educational newsletter
- Participate in leading/co-leading classes for youth (MIMkids) and/or adults (Museum Guides) as needed and based on experience and comfort
- Support ongoing Museum Guide training and recruitment
- Help maintain accurate tracking records for grant reporting, board reports, and strategic plans
- Other special projects as assigned

Qualifications:

- Strong working knowledge of Microsoft Office and Windows-based computer applications; ability to learn new software programs
- Excellent written and oral communication skills
- Ability to manage multiple projects simultaneously and work quickly, efficiently, and accurately
- Ability to function and excel as part of a team, working collaboratively with various departments, team members, and external partners
- Comfort working with children and adults in a fast-paced, busy environment
- Experience in formal and/or informal educational settings, working with diverse ages (early childhood, elementary, middle- and high-school, adults, seniors)
- Post-secondary education in museum studies, education, music, ethnomusicology, or related field required
- Knowledge of music and familiarity with a range of musical styles, genres, and practices
- Position may require standing/walking up to 50% of workday
- Weekend and evening hours may be required

Additional Information:

- Position pays \$15 to \$16 per hour

For more information please visit our website at mim.org

Qualified candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=75267&lang=en_US&source=CC3