



Job Description

Position Title: Education Associate – Full time

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world’s diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Position Summary: MIM seeks an energetic and enthusiastic individual to join the Education Department as Education Associate. The Education Associate will assist in all areas of the MIM Education Department, with an emphasis on field trips. They will also provide administrative and logistical support in the planning and execution of a variety of educational activities and programs. The Education Associate must be a critical thinker, a team player, and someone who can thrive in a busy environment while ensuring a positive experience for students, teachers, and general museum guests. They must be equipped to handle multiple projects with various deadlines and priorities.

Primary Responsibilities:

- Act as “on-the-ground” field trip support, particularly during high volume season; support team members and volunteer team members in a variety of tasks, as needed, including: resource requests, set up, interior traffic flow, group time management, survey distribution, introductions to self-guided groups, etc.
- Coordinate facilitator(s) for drumming workshops and/or other field trip add-ons
- Maintain organization and function of museum guide tour equipment (speakers, cords); order new equipment, as needed
- Assist with management of MIM’s Education Collection and coordination of internal requests for offsite use
- Assist with tour bookings, reminder emails/phone calls to teachers, and tour checklists
- Help support Gallery Guides and Experience Gallery Guides during field trips
- Support ongoing Museum Guide training and recruitment
- Help maintain accurate tracking records for grant reporting, board reports, and strategic plans
- Assist with planning an implementation of various youth and school programs and partnerships
- Participate in leading/co-leading classes for youth (MIMkids) and/or adults (Museum Guides), as needed
- Other projects as assigned

Qualifications:

- Post-secondary education, or equivalent, in museum studies, education, music, ethnomusicology, or related field preferred
- 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)
- Strong working knowledge of Microsoft Office and Windows-based computer applications
- Ability to learn new computer programs quickly; some database experience required
- Excellent written and oral communication skills
- Strong critical thinking 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
- 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 on occasion

Other:

- This is a full-time, hourly position paying \$19.25 per hour, with a typical weekday schedule of 8am to 4pm

Qualified candidates should include cover letter and resume and apply by clicking on the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclId=19000101_000001&jobId=411323&source=CC2&lang=en_US