

**PLEASE TOUCH MUSEUM®**  
**Position Description**

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MUSEUM EDUCATOR

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Reports to:	Manager, Education	Department:	Education
Direct Reports:		Division:	Education & Museum Experience
FLSA Status:	Exempt	Effective Date:	FY19
Status:	Full-Time	Hours / Week:	40/ Tuesday - Saturday

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Background

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven. As a leading 21<sup>st</sup> century children’s museum, PTM’ exhibits, Museum experiences, and educational programs are developed to engage children and foster the intellectual, social and emotional skills necessary to be successful in the classroom and in life. PTM’s mission is to change a child’s life as they discover the power of learning through play. PTM welcomes over half a million visitors a year from the greater Philadelphia region, across the country, and around the globe. The Museum is housed in Memorial Hall, a National Historic Landmark with over, 100,000 sq. ft. in total and 60,000 sq. ft. of exhibit space.

Position Summary:

Museum Educators execute multi-faceted educational programs in the Museum and offsite with activities for young children, their families, and groups. Including nontraditional museum audiences and/or underserved populations. Educators implement programs in the visual and performing arts, science, and early childhood in a variety of exhibits. Educators will lead daily programming, facilitate exhibit experiences, engage in customer relations, and assist in the supervision and maintenance of exhibition spaces.

### Responsibilities:

- Implement comprehensive and innovative educational play experiences for museum audiences including family, community-school, public, and accessibility programs;
- Provide a regular weekly presence on exhibit floor or offsite;
- Ensure museum programming is inclusive and accessible;
- Engage adults as learners and foster communication and collaboration between adult and child;
- Engage with children and adults in a welcoming, energetic, friendly, and professional manner;
- Organize and maintain programming supplies, inventory, and storage spaces;
- Provides feedback on lessons and visitor interaction and engagement;
- Assist in departmental and divisional administrative duties as assigned, including tracking program statistics and surveys;
- Attend all training sessions and staff meetings and provide feedback on departmental issues
- Maintain an ongoing interest in learning about and keeping up to date with Museum exhibits and programs and best practices in the fields of Museum Education and Early Learning;
- Actively engage with the Museum Education community locally and nationally to maintain knowledge of best practices in the field;
- Other duties as assigned

### Minimum Qualifications:

- Associate degree required, Field of study: Museum Studies, Education, Early Childhood, English, Art, Communications or related field. Bachelor's degree preferred.
- Excellent written and verbal communication skills
- Minimum of one year experience teaching children aged 0-8 in formal and/or informal learning settings, museum experience preferred
- Experience and knowledge of best practices in Early Childhood and Museum Education
- Interpretive knowledge, Museum/Early Childhood Development knowledge, performance experience, experience in program/curriculum design, experience in community work; some knowledge of digital learning experiences
- Assessing program effectiveness in terms of engagement, success, mission, and execution; refining and refreshing programs as needed on an ongoing basis
- Work well independently and collaboratively
- Proficient Microsoft Office, email, and Excel skills required
- Ability to lead programs, reading aloud, training, and meeting participation
- Candidates must demonstrate understanding of the best practices in the field of Informal Education

Please Touch Museum offers an excellent working environment; a comprehensive benefit package and competitive salary. To apply for this opportunity, please send your cover letter, resume, and accomplishments: Email: [employment@pleasetouchmuseum.org](mailto:employment@pleasetouchmuseum.org) fax: 215-581-3182 Office telephone: 215-581-3188 EOE

Posted: Monday, February 11, 2019