



**Position: Museum Educator**

**Reports to: Outreach Manager**

**Effective Date: August 1, 2025**

**Position FLSA Classification: Non-Exempt**

## **SUMMARY**

The Museum Educator at the United States Marshals Museum is a part-time, non-exempt role vital to ensuring smooth operations within the administrative department. The Museum Educator is a vital member of the Programs Department. This role supports both educational programming and outreach initiatives, ensuring quality visitor and community engagement. In addition to traditional educator responsibilities, the role involves providing basic outreach support to enhance team effectiveness and capacity. Must have availability to work evenings and weekends as needed.

## **Equal Employment Opportunity**

USMM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **RESPONSIBILITIES**

### **Education and Visitor Engagement**

- Lead guided tours for diverse audiences, including students, adults, and community groups.
- Facilitate programs, public activities, and events with a focus on engagement and learning.
- Help maintain education program contact lists, assist with scheduling, and prepare correspondence for program participants.
- Set up, staff, and break down educational spaces before and after programs.
- Assist in the creation and maintenance of program materials, props, and educational supplies.
- Provide friendly and informed front-line interaction with museum visitors; respond to questions and direct them to appropriate resources.

### **Outreach Support**

- Support the delivery of outreach programs (e.g., tech check-ins, chat moderation, packing outreach kits).
- Help maintain outreach contact lists, assist with scheduling, and prepare correspondence for program participants.
- Collect and record attendance, feedback, and evaluation data during outreach and virtual programs.

- Aid in preparing materials for teacher advisory committees or school-based programming efforts.

#### **Team and Administrative Duties**

- Attend and actively contribute to department and staff meetings.
- Assist with occasional cross-departmental events and exhibit-related programming.
- Maintain a professional and positive demeanor in all interactions with visitors, partners, and staff.
- Accept and complete other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- 1 year of relevant experience in museum education, public programming, outreach, or informal/formal learning environments.
- Availability to work weekends and occasional evenings.
- Comfort working with children, families, and the general public.

#### **PREFERRED QUALIFICATIONS**

- Associate's degree in Education, History, Museum Studies, Public Humanities, Communications, or a related field  
– OR –
- At least two (2) years of relevant experience in museum education, public programming, outreach, or informal/formal learning environments.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong interpersonal communication and public speaking skills.
- Basic tech literacy, including Zoom, Google Meet, Microsoft Office, and willingness to learn museum-specific tools.
- Organizational abilities and attention to detail.
- Ability to work with diverse audiences or in a culturally inclusive setting.
- Effective communication skills: written, verbal and listening
- Ability to read, write and speak fluently in the English language; bi-lingual skills a plus
- Proven ability to meet deadlines, prioritize job responsibilities
- Ability to work independently and with little supervision/guidance; as well as being a complimentary team player.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Physical Demands: In the work environments, this position requires verbal and written conversation with others, ability to sit, stand or walk for a minimum of 2 hours without a break, ability of lifting/moving objects up to 25 pounds, use of hands to finger, handle or feel objects, tools or controls. Vision abilities required by the job include close vision. The employee must have the necessary keyboard and computer mouse skills as well as the ability to read a color monitor.

- Work Environment: Work will be performed in an office environment, museum spaces and the community, both indoors and outdoors. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

*The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*