



## POSITION AVAILABLE

- DATE OF POSTING:** January 9, 2018  
**Application Deadline:** Open Until Positions Are Filled
- TITLE:** Center Educator (Multiple Positions Available)
- CLASSIFICATION:** Non-exempt Part Time
- DUTIES:** See Position Description
- HOURS:** up to 29 hours per week (depending on tours)
- QUALIFICATIONS:**
- Candidate will have a clear vision of requirements of guest satisfaction and a vision of the educational experience; whether it be guided tours, Center programs or outreach opportunities.
  - Candidates must be able to learn materials and activities that will enable them to facilitate an exciting experience for all visitors.
  - Candidates shall possess excellent communication and inter-personal skills, have the ability to work in a dynamic and sometimes crowded and noisy environment - walking and standing for extended periods required.
  - Teaching or interpretive experience preferred.
- START:** January 2018
- APPLICATION:** When applying, please indicate your availability to work school days, evenings and weekends. Submit letter, and resume to:
- Tina Siegmund,  
HR, Payroll & Benefits Manager  
Midland Center for the Arts  
1801 W. St. Andrews  
Midland, MI 48640  
Email: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)



## POSITION DESCRIPTION

Title of Position: Center Educator

Classification: Non-Exempt Part Time

General Purpose of Position:

The main role of the Center Educator is to be responsible for seeing that visitors have an enjoyable and educational time when visiting the Midland County Historical Society Museums, hands-on exhibits and art galleries at the Alden B. Dow Museum of Science & Art. The Center Educator will also facilitate tours, programs, outreach programs, and classes relating to museums exhibitions and provides activities in the science and art studios on a daily basis. Center educators will also assist in planning and organizing for the education department. Promotes the museums and supports the mission of the Center.

Principle Duties and Responsibilities:

1. Provide an informative and enjoyable museum experience in a positive, helpful and professional manner.
  - a. Greet and serve all guests to the museums on a daily basis in a positive professional manner.
  - b. Greet, in a positive manner, arriving school buses to inform students of the rules of visiting the museum.
  - c. Learn materials and activities that will enable them to facilitate an exciting experience for all visitors.
  - d. Maintain a working knowledge of all current exhibits or program offerings and help guests, school groups and public patrons, use the interactive exhibit areas. Provide additional resources to answer guests' questions.
  - e. Must be able to support learning by providing and encouraging positive guest experiences.
  - f. Ability to adjust programs and experiences to the age level of the group.
  - g. Relate what is being displayed or described to something within the experience of the visitor.
  - h. Demonstrate adaptability to a highly flexible environment and schedule.
2. Maintain control of a large number of children for the duration of the program. Work with children in non-threatening, educational and creative ways.
3. Utilize a variety of communication techniques such as question and answer, use of props, and management of hands-on opportunities.

4. Display professionalism and a positive attitude in all dealings with the public.
5. Work as a facilitator on the floor of the museum, including evenings, weekends and special events as needed.
6. Works with other departments when available and on as needed basis.
7. Ensure the safety of all patrons as well as the museum exhibits and facility. Report any issues to Director of Education and Facilities.
8. Upholds Center mission by engaging visitors in educational activities through science and art.