

Flint Cultural Center Corporation

601 E. Second St
Flint, MI 48503

Job Posting

Job Title: Part-Time Educator
Location: Longway Planetarium / Sloan Museum
Department: Programs
Reports To: Senior Curator of Programs and Assistant Curator of Programs
FLSA Status: Non-Exempt

GENERAL DESCRIPTION

The educator will conduct classroom and gallery programs for school groups, other organized groups and the general public both on-site and at off-site locations. Educators will handle setup, presentation, and clean-up for programs and keep the program curators informed on supply inventory. Individuals working in this position may assist program curators with the development and testing of new programs. This position requires a flexible schedule as programs may occur during morning and afternoons on weekdays along with some evening and weekend work.

Job Description and Qualifications:

RESPONSIBILITIES

1. Conduct classroom and gallery programs for youth groups and adult groups.
2. Prepare instructional materials for school and public programs, set up classrooms / demonstration areas, clean up and organize classrooms / demonstration areas and instructional materials.
3. Conducts evaluations of all programs presented and submits reports to the senior curator of programs.
4. Assist visitors of all ages in their use of the Wisner's Whizbang Emporium Gallery.
5. Conducts inventory of educational supplies and communicates status to program curators.
6. Assists program curators with the planning and development of new programs.
7. Works with other educators on the development, coordination and implementation of programs.

QUALIFICATIONS / SKILLS REQUIRED

1. Excellent oral and written communication skills.
2. Ability to manage and lead groups of individuals of various ages
3. Excellent customer service skills
4. Good reading and comprehension skills.
5. Must be able to work well with others in team environment
6. Knowledgeable in operation of different a/v equipment used in presentations.

EDUCATION AND / OR EXPERIENCE

1. College Degree preferred.
2. Background in education, child development or comparable experiences with children and school groups.

Apply To: Email (hr@fcccorp.org) or send resume, cover letter and references to:
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Date Posted: 2.22.18 - posting will remain active until filled.