



## Job Description

Posted:

**Position:** Educator (Part Time)  
**Starting Date:** ASAP  
**Compensation:** \$12-\$14  
**Availability:** Weekends (Friday-Sunday)  
**Department:** Education  
**Supervises:** N/A  
**Supervisor:** Director of Education

**Classification**      **Exempt**      **Non-exempt**      **Job Number**

**The International Museum of Art & Science (IMAS) located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.**

### Job Description:

An IMAS Part-Time (PT) Educator is responsible for providing museum visitors with exceptional educational experiences. They support the mission of the museum by leading tours; conducting hands-on art and science programs; facilitating informal learning experiences in the Ann Moore Art Studio, MPU BioZone lab and additional exhibit spaces; and by conducting outreach visits to community sites. Must be available to work weekends (Friday-Sunday), and some evenings and special events as scheduled. Educator will work 12-15 hours per week.

### Responsibilities:

- Abides by all museum policies and procedures in carrying out job duties in a professional manner.
- Upholding the museum’s excellent customer service by greeting visitors, engaging them in hands-on learning, informing them of current and future activities, and encouraging them to become museum members.
- Represent IMAS in a knowledgeable, professional manner on-site and through outreaches, keeping current on all IMAS activities (i.e., reading weekly emails, actively attending All Staff and Department meetings and trainings, checking Teams chat, etc.), and effectively communicate museum activities, mission, and vision.

- Demonstrates professionalism, collegiality, and attentiveness to museum visitors by ensuring museum exhibitions, art studio, and lab spaces are clean and in working order. Reports any problems to supervisor.
- Understands the purpose of collecting data to inform decisions about educational programs and museum operations. Utilizes statistical tracking systems to support data collection.
- Prepares materials, equipment, and room set-up for virtual and in-person programs spaces for daily activities and workshops; cleans up spaces, puts materials and equipment away (noting any issues to supervisor) so they are ready for use.
- Thoroughly understands the purpose and function of all lab spaces. Stays up to date on any changes in routine activities, new information, and all exhibit areas.
- Assists with the research, development, and implementation of virtual and in-person programming, includes lesson plan writing, preparing fellow team members to lead programs, and teaching art/science activities in informal education setting.
- Performs other duties as assigned.

**Requirements:**

- Bachelor's degree in Education, Science or Art fields. Will accept current college students with previous experience in equivalent setting such as another museum, afterschool programs, etc.
- Must pass a background check and drug test

**Preferred Skills:**

- Bilingual (English and Spanish)
- CPR Certified
- Enjoys working with children
- Willingness or experience working with animals
- Highly organized
- Ability to work collaboratively with a team comprised of staff from across the museum
- Self-motivated and has ability to efficiently prioritize when working on multiple projects at once, to ensure key tasks are met as scheduled
- Is a critical thinker and creative problem-solver
- Excellent spoken and written communication skills
- Ability to speak in front of large crowds
- Strong knowledge of Microsoft Office Suite
- Willingness or experience working with technology to host virtual and live programming
- Maintains a strong passion for and commitment to educating the public