



POSITION ANNOUNCEMENT

Position Title: Educator

Reports To: Education Manager

Status: Full-time, non-exempt, at-will, regular

Desired Start Date: May 1, 2017

Schedule: Tuesday-Saturday 9:00am-5:00pm

Compensation: \$18/hr, 37.5 hours/week, medical benefits

Organizational Description:

The Children's Creativity Museum is a hands-on, multimedia arts and technology experience designed to build creative confidence. Our mission is to nurture creativity and collaboration in children and families. We believe that creative expression, innovation and critical thinking are core to fostering the next generation.

Position Description:

The Educator works with the Education Manager, other CCM Educators, Education Interns and volunteers to facilitate programming (field trips, workshops, summer camps) and serve the general admission visitors in our exhibit spaces.

Responsibilities:

- Facilitate exhibits spaces during General Admission hours
- Lead structured activities for groups of 20 to 36 students for 2-hour workshops in clay animation, computer programming, sound production, or exhibition areas
- Assist with special events/workshops, including camps during school breaks
- Design and facilitate creative workshops for children ages 2-12
- Create take away materials for field trips and archive fieldtrip materials weekly
- Mentor Education Interns
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas; identify and report status of exhibits and supplies
- Set up and clean up of exhibit spaces according to CCM procedures before and after each designated field trip and during general admission hours
- Mentor Education Interns
- Other related duties as assigned

Minimum Qualifications:

Bachelor's degree

Experience teaching or working with youth ages 2-12 in formal or informal education

Ability to teach a variety of ages in a non-classroom setting

Ability to learn new software programs and communicate their uses to students and teachers

Able to interact with and manage large groups

Knowledge, Skills and Abilities:

Strong Interest in working with Children

Excellent interpersonal, written/oral communication skills

Self-motivated

Interest in new technologies in the arts

Ability to work both independently and as part of a team

Strong computer skills

Conversational knowledge of Spanish or Asian languages desirable

The successful candidate must be able to interact in relevant ways with persons from diverse backgrounds and/or with different learning styles. *CCM is an equal opportunity employer committed to diversity at all levels.*

Application Process:

Please email your cover letter and resume with the following subject line (**Your First & Last Name - Educator Position**) to education@creativity.org