

## POSITION DESCRIPTION

**Position Title:** Educator  
**Reports To:** Program Manager  
**Status:** Part Time, non-exempt, at-will, regular  
**Desired Start Date:** November 15th, 2019  
**Schedule:** Saturday and Sunday 9am-5pm  
**Compensation:** \$18/hr, 15 hours/week

### 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 Program Manager, Educators, Education Interns, Volunteers and other staff to facilitate special programming and serve the general admission visitors in our exhibit spaces.

### Responsibilities:

- Facilitate activities in exhibits spaces during general admission hours on a rotating basis
- Assist with special events/workshops
- Design and facilitate creative workshops for children ages 2-12
- 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 exhibit spaces according to CCM procedures before and after each designated field trip and during general admission hours
- Attendance at all department and staff meetings
- Other related duties as assigned

### Minimum Qualifications:

- Bachelor's degree
- Experience teaching or working with youth ages 2-12 in formal or informal education
- Experience interacting with and managing large groups
- 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
- All new CCM employees and volunteers who have supervisory or disciplinary authority over youth must be fingerprinted and have a California Department of Justice Criminal Background Check prior to beginning their supervisory duties.

### Knowledge, Skills and Abilities:

- Strong Interest in working with children
- Excellent interpersonal, written, and oral communication skills
- Strong organizational skills
- Self-motivated
- Great computer skills
- Interest in new technologies in the arts
- Ability to work both independently and as part of a team
- Experience with Maker Education desired
- **Bilingual in English/Spanish is strongly preferred**

**Compensation:**

CCM offers a competitive salary commensurate with experience and skills, a creative and collaborative work environment.

The successful candidate must be able to interact in relevant, professional 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 to [education@creativity.org](mailto:education@creativity.org) with the following subject line: (Your First & Last Name - Educator Position)