

## Museum Educator

Wheel and Cog Children's Museum of Hutchinson is currently seeking Museum Educators to plan, prepare, and facilitate educational activities for group visits, drop-in activities, and off-site programming as part of the Museum's programming team. Museum Educators will report to the Board of Directors and facilitate programs and activities and events.

### Duties:

- Participate in training, planning, and evaluation meetings with Museum programming staff.
- Develop and share written plans for activities with Museum staff.
- Prepare, set-up, and clean-up materials and spaces used for activities.
- Collaborate with Museum staff and volunteers to implement activities.
- Communicate with educators and/or program organizers about plans for activities as needed.
- Represent the Museum with the highest level of professionalism.
- Perform physical/mental demands in the work environment required for this position.
- Communicate and interact effectively and respectfully with visitors, co-workers, supervisors, and individuals from other organizations.

### Qualifications:

- Demonstrate enthusiasm and support for Wheel and Cog Children's Museum of Hutchinson.
- Be reliable, self-motivated, and a team player.
- Have experience planning and facilitating activities for children (strongly preferred).
- Have an interest in and/or knowledge about topics related to agriculture, STEM and/or the arts.
- Be available for at least 2 4-hour blocks of time between 8:00 a.m. and 4:00 p.m. on weekdays, occasional evenings. (Additional availability is a plus).

### Work Conditions:

- Job requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- Job requires the ability to stand and walk 100% of the time in public indoor and outdoor galleries.
- Job requires stooping, kneeling, crouching and bending.
- Flexibility and availability in schedule are required during weekday hours.
- Job requires a high degree of interaction and engagement with others.
- Job requires direct interaction and engagement with children.

This is a non-exempt part-time position. The position offers flexibility, will vary in hours based on demand, and will typically range between 4 - 8 hours/week, up to a maximum of 29 hours/week. Educators will be assigned to program activities depending on availability and interest. Hours will be determined in coordination with the Director. This position is not eligible for benefits or PTO. This position is eligible for overtime.

Please submit a resume and cover letter to [director@wheelandcog.com](mailto:director@wheelandcog.com)