



# SPRINGFIELD MUSEUMS™

ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

## Family Engagement Educator

This is an occasional, part-time position that reports to the Family Engagement Coordinator. Days assigned will vary weekly and include weekdays and weekends. The number of hours per week will fluctuate and be dictated by the programming at Springfield Museums.

**The essential functions of the position include but are not limited to the following:**

Facilitating in-gallery, hands-on activities with families, assisting with contractors and community partners, and running the daily operations of the Art Discovery Center as needed. This is a visitor-oriented, public-facing position.

**Responsibilities include, but are not necessarily limited to:**

- Creating a welcoming environment for a diverse range of museum visitors, volunteers, and staff.
- Becoming familiar with the collections for Springfield Museums to educate and answer visitors' questions.
- Develop, set-up, and lead in-gallery activity stations in support of a program theme or the museum collection.
- Staffing the Art Discovery Center during public hours (open 12-4 daily) as needed, including tracking participation and assisting in the assessment of each activity.
- Facilitate and collect visitor feedback.
- Assist with other Education Department programs as needed.
- Performing other similar duties as responsibility or necessity dictates, or as requested by supervisor.

**Qualifications include, but are not necessarily limited to:**

- Experience working in education, early childhood education, a museum setting, or other informal education setting preferred.
- Candidate must be dependable, adaptable, energetic, creative, and enjoy working with children and families.
- Associates Degree is required, a higher degree is preferred. Current college students are encouraged to apply.
- Bilingual preferred

**2024 Family Program dates include, but are not limited to the following:**

WINTER	SPRING	SUMMER	FALL
Jan 13 <sup>th</sup> Feb 19 <sup>th</sup> -23 <sup>rd</sup>	March 2 <sup>nd</sup> April 6 <sup>th</sup> April 15 <sup>th</sup> -19 <sup>th</sup>	June 22 <sup>nd</sup> July 9 <sup>th</sup> – Aug. 16 <sup>th</sup>	<i>Most fall dates TBD</i> Oct. 26 <sup>th</sup> Nov. 29 <sup>th</sup>

**Currently looking for someone who is available for at least one weekend day (Saturday and/or Sunday) on a weekly basis.**

Interested candidates should submit a cover letter and resume by Wednesday, January 24, 2024 to:  
Family Program Coordinator, Abby Garner at: [agarner@springfieldmuseums.org](mailto:agarner@springfieldmuseums.org)

The Springfield Museums are an equal opportunity employer. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. All qualified candidates will be considered without regard to race, sex, sexual orientation, gender identity, religion, disability status or any other protected area. We especially encourage members of traditionally underrepresented communities to apply.