

DALLAS _____ HOLOCAUST AND HUMAN RIGHTS _____ MUSEUM

ASSISTANT MUSEUM EDUCATOR

Department: Education
Reports To: Director of Education
FLSA Status: Full Time, Non-Exempt

The Assistant Museum Educator is a professional responsible for assisting with teaching and logistical support for educational programs, including educational outreach, educator professional development, student groups museum experience, and classroom programs.

Job Duties

- Provide administrative support to Director of Education and Museum Educators
- Monitor the group tours experience in the exhibitions, including logistical support for docents and group tour evaluations
- Perform administrative duties related to educator professional development and docent training, including scheduling and booking classroom locations
- Perform administrative duties related to education outreach, including Patron Manager data input
- Assist in education outreach for group tour recruitment, including electronic and phone outreach, and attending teacher and educational fairs
- Perform administrative duties and maintenance for the curriculum trunk program, including scheduling and shipping
- Assist in installation and de-installation of special exhibits, as needed
- Assist in teaching educational add-on programs and classroom programs at Museum
- Work closely with the Chief Education Officer, other Museum Educators and Coordinators, and the Director of Programs
- Provide support to the Education Department in all its activities
- Other duties and projects, as assigned

Key Requirements

- 1 year relevant professional work experience in education or museum environments
- Bachelor's degree
- Coursework in Human Rights, Holocaust Studies, Genocide Studies, History or Education preferred
- Knowledge of the Holocaust, Genocide Studies, and Human Rights highly preferred
- Fluency in Spanish preferred
- Strong interpersonal skills and ability to work effectively in a team environment
- Excellent organizational and communication skills
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) preferred and ability to learn computer software
- Able to work nights and weekends, as needed
- Available for some overnight travel
- Available for some international travel
- Able to work with internal and external customers
- Able to lift up to 50 lbs. and carry items while walking
- Able to set up and break down event rooms

Competencies

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Service
6. Integrity
7. Initiative
8. Teamwork

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org.