



MUSEUM EDUCATOR

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

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

Job Duties

- Provide administrative support to Director of Education and Museum Educators
- Assist in the development and programming of educator professional development
- Research and create 2nd Generation Speaker and Survivor presentations
- Assist in the development and updating of Holocaust, American and/or Texas history curricula, lesson plans, and teacher guides
- Provide pre-visit logistical and curricular support to teachers for elementary grades
- Monitor the group tours experience in the exhibitions, including logistical support for docents and group tour evaluations
- Independently lead educational add-on programs, classroom programs, and teacher professional development programs at the Museum
- Assist with Upstander Partnership for K-12, including teacher and lesson planning support
- Assist in administrative duties and development for education outreach for group tour recruitment, including monthly educator newsletter and partnership initiatives, as needed
- Collect data and create reports on the activities of the Education Department
- 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

- 2 years relevant professional work experience in education or museum environments
- Bachelor's degree with MA and/or teaching experience preferred
- Coursework in American History, Texas History, Holocaust Studies, Genocide Studies, and Education preferred
- Experience teaching the American History, Texas History, and Human and Civil Rights highly preferred
- Knowledge of elementary school TEKS alignment, lesson planning, and curriculum development highly preferred
- Fluency in Spanish preferred
- Comfortable with public speaking and presentations
- 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.