



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, professional programs, and docent training.

Job Duties

- Lead the development and teaching of all training and programming for Museum gallery and docent educators
- Lead the development and teaching of professional programs, including law enforcement training and health professional training
- Lead development and teaching of the Upstander Institute summer program for students, ages 11-18, on Holocaust and genocide studies and human rights
- Lead development and support for survivor/2G speaker program, including research and creation of survivor/2G presentations
- Assist in the development of educational resources for students, teachers, and professionals
- Assist in teaching educational add-on programs, classroom programs, and teacher professional development programs
- Assist in administrative duties and development for education outreach, including monthly educator newsletter and partnership initiatives, as needed
- Assist with group tours experience in the exhibitions, including logistical support for docents and group tour evaluations, as needed
- 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 in History, Holocaust Studies, Human Rights Studies, or Genocide Studies
- Experience teaching the Holocaust, genocide, or human rights history highly preferred
- Experience in teaching adults and professionals preferred
- Fluency in Spanish preferred
- Comfortable with public speaking and presentations
- Comfortable working with Holocaust and genocide survivors
- Comfortable working with volunteers
- 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 with ability to learn computer software
- Able to work some 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.