MUSEUM EDUCATOR
(Secondary Education & Curriculum)

Department: Education, Learning and Curriculum Team
Reports to: Sr. 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 for secondary grades, including educational outreach, educator professional development, student groups museum experience, and curriculum development.

Job Duties

- Lead the programming, curriculum, and logistics for the Upstander Partnership for grades 6-12.
- Lead the programming, logistics, and outreach for educator professional development.
- Lead the development and updating of Holocaust, American, and/or Texas history curricula, lesson plans, and teacher guides for grades 6-12 in the Museum’s online curricular databases.
- Provide administrative support to the Learning and Curriculum Team and Education Team leadership.
- Provide pre-visit logistical and curricular support to teachers planning school group visits to the Museum.
- Independently lead educational add-on programs, classroom programs, and teacher professional development programs at the Museum.
- Assist in administrative duties and development for education outreach for group tour recruitment, 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.
- Collect data and create reports on the activities of the Learning and Curriculum Team.
- Provide support to the Learning and Curriculum Team in all its activities.
- Other duties and projects, as assigned.
Key Requirements

- 2 years of relevant professional work experience in secondary classroom education, secondary curriculum development or museum education required.
- Bachelor’s degree in history or education required.
- Current teaching certification in Texas highly preferred.
- Experience teaching Holocaust History, World History/Cultures, American History, Texas History, or American Human and Civil Rights highly preferred.
- Knowledge of secondary 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 required.
- 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

- Judgment/Decision Making
- Communication – Oral and Written
- Logistical Planning
- Curriculum Development
- Initiative
- Integrity
- 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.