



MUSEUM EDUCATOR
(Elementary Education, Programming, and Curriculum)

Department: Education, Learning and Curriculum Team
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 and curricula for elementary grades, including partnership and educational outreach, educator professional development, program scheduling, and summer student programming.

Job Duties

- Lead development and updating of programming, curricula, and logistics for the Upstander Partnership, grades K-6.
- Lead elementary level student programming, including scheduling of Program Facilitators, summer programming, and school education programs.
- Lead programming and outreach for elementary educator professional development.
- Lead development, design, and updating of Upstander skills and historical curricula (topics connected to the Museum's permanent exhibition), lesson plans, and teacher/student guides for grades K-6 in the Museum's online curricular databases.
- Independently lead educational add-on programs, classroom programs, and teacher professional development programs at the Museum for all grade levels.
- Provide administrative support to the Learning and Curriculum Team and Education Department leadership.
- Assist with administrative duties and development of outreach for elementary education programs and resources for elementary school educators.
- Assist with group tours experience in the exhibitions, including logistical support for docents and group tour evaluations, as needed or assigned.
- Collect data and create reports on the activities of the elementary programming provided by 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

- Minimum of 2 years of relevant professional work experience in elementary classroom education, elementary curriculum development or museum education required.
- Knowledge of elementary school TEKS alignment, lesson planning, and curriculum design and development required.
- Experience teaching elementary grades in formal or informal educational settings required.
- Bachelor's degree in history or elementary education required.
- Current Texas teaching certification highly preferred.
- Fluency in Spanish highly preferred.
- Able to drive for work-related programs.
- Able to work nights and weekends, as needed.
- Available for some overnight travel.
- Able to lift up to 50 lbs. and carry items while walking.
- Able to set up and break down for events and programs.

Important Skills Needed:

- Elementary curriculum design and development.
- Engaging teaching practices for younger students.
- Classroom management of younger students.
- Interpersonal skills and ability to work effectively in a team environment.
- Strong organizational, administrative, and planning skills.
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) preferred and ability to learn computer software as needed.

Competencies

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|-------------------------------------|---------------------------|
| 1. Judgement/Decision Making | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity |
| 3. Organization/Planning | 7. Initiative |
| 4. Business Literacy | 8. Collaboration/Teamwork |

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

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.