



**MUSEUM EDUCATOR
(ADULT LEARNING)**

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

The Museum Educator (Adult Learning) is a professional responsible for leading and assisting with development, research, teaching, and logistical support for training and programs for adults, including docent training, professional programs, speakers' bureau, and adult learning outreach.

Job Duties

- Lead docent training: develop training, lead in-person teaching, conduct new docent interviews, conduct docent onboarding
- Lead docent logistics: support docents in exhibition, schedule training updates, craft and send weekly information emails, manage information hub
- Lead logistics for adult professional programs: includes invoicing and scheduling
- Assist in developing and teaching adult professional programs: includes law enforcement training, health professional training
- Work closely with the Senior Director of Education to develop professional programs and outreach
- Lead speakers' bureau development: includes research and creation of speaker presentations
- Assist in education outreach: includes administrative duties, management of interns
- Assist in development of educational resources for students and teachers, as needed
- Assist in teaching education add-on programs, classroom programs, and teacher professional development programs, as needed
- Work with Barbara Rabin Chief Education Officer and other Education team members to support the full department, as needed

Key Requirements

- Bachelor's degree or higher in History, Holocaust, Human Rights, or Genocide Studies
- 2 years relevant professional work experience in adult education
- Experience in adult learning curriculum development
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word)
- Proficiency in video editing and transcription
- Proficiency in Filmora-Wondershare, Canva, Moodle, PatronManager (Salesforce), Conga, Formstack, or equivalent software
- Excellent organizational and communication skills
- Strong interpersonal skills and ability to work effectively on a team
- Comfortable with public speaking and presentations
- Comfortable working with volunteers and interns
- Fluency in Spanish, preferred
- Able to work some nights and weekends, as needed
- Available for some overnight and 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.