



## ASSISTANT MUSEUM EDUCATOR

Department: Education

Reports To: Director of Education

FLSA Status: Full Time, Non-Exempt

The Assistant Museum Educator is a professional responsible for supporting school groups and docents in the permanent exhibition and assists with daily administrative and logistical duties of school groups in the exhibition.

### Job Duties

- Support school groups in the exhibition, including controlling tour flow, communicating with the Museum Experience Team, incident reporting, and assisting school group chaperones.
- Support docents in the exhibition, including communicating needed information of incoming school groups, keeping up with timing of docents, and allocating their positions in the exhibition.
- Assist in the administrative and logistical duties for school groups in the exhibition, including preparing chaperone schedules, sending weekly evaluations, and reviewing upcoming tours in database.
- Assist in administrative and logistical duties for docents in the exhibition, including allocating daily starting positions and sending updates on exhibition changes.
- Assist with Learning and Curriculum team- led programs and virtual tours, as needed.
- Assist in administrative duties and development for education outreach, as needed.
- Provide support to the Education Department in all its activities, as needed.
- Work closely with the Museum Educators, Volunteer Manager, Senior Director of Education, and Chief Education Officer.
- Other duties and projects, as assigned.

## Key Requirements

- 1-year relevant work or volunteer experience in museum environment.
- Bachelor's degree in Museum Studies, History, Holocaust Studies, Human Rights Studies, or Genocide Studies, preferred.
- Fluency in Spanish, highly preferred.
- Experience working with youth and volunteers, preferred.
- Comfortable with working with large audiences and students.
- Comfortable working with volunteers.
- Excellent organizational and communication skills
- Strong interpersonal skills and ability to work effectively in a team environment.
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word) preferred with ability to learn computer software.
- Able to work some nights and weekends, as needed.
- 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.
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## Competencies

1. Judgement/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Teamwork
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## 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@dhrm.org](mailto:resume@dhrm.org).