



MUSEUM EDUCATOR

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

The Museum Educator is an education professional who supports curriculum development, facilitates educational programs and professional learning, and provides educational training as part of the Learning and Curriculum team. The position works closely with educators, students, docents, volunteers, interns, and community partners to advance the Museum's educational mission.

Job Duties

- Assist with the programming, curriculum, and logistics for the Upstander Partnership for secondary grades
- Assist in the development and updating of curricula, lesson plans, and teacher guides for secondary grades in the Museum's online curricular databases
- Assist in the teaching of virtual, in-person, and on-campus education programs
- Assist in education outreach to schools and educators
- Assist in the programming, logistics, and outreach for educator professional development
- Assist in the development of docent training and logistics, including providing educational support to docents in the exhibition, scheduling training updates, training information emails, and making regular updates in the learning platform
- Assist in the onboarding and management of seasonal interns
- Support the teaching and outreach for professional programs for adults
- Support the development of new speaker presentations
- Support in the collection and analysis of participant feedback and program evaluation data to improve education programs and curriculum
- Serve as an educational ambassador for the Museum, cultivating Museum support and partnerships with regional educators
- Attend weekly in-person meetings with the Learning and Curriculum team and the Director of Education
- 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 Education, History, Holocaust History or Literature, American History, Public History, or Genocide Studies required (Master's preferred)
- 2 years of relevant professional work experience in informal or formal education
- Experience developing, adapting, and evaluating standards-aligned curriculum and educational resources
- Proficiency in Microsoft Office (Excel, Outlook, PowerPoint, Word)
- 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 a cover letter referencing the job title and your resume to resume@dhhrm.org.