



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

Job Duties

- Lead development, design, and updating of lesson plans and teacher/student guides for grades K-6 around Upstander skills, civics, positive character traits, and historical curricula (topics connected to the Museum's permanent exhibition) in the Museum's online curricular databases.
- Lead development, delivery, and updating of programming for the Upstander Partnerships, grades K-6.
- Lead development, delivery, and updating of elementary-level student programming, including summer programming, homeschool programs, Girl Scouts, and school education programs.
- Lead programming and outreach for elementary educator professional development.
- Assist in hiring, managing, training, and scheduling contract program facilitators.
- 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 tour experiences 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 a formal or informal educational setting 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

- Logistical Planning
- Curriculum Development
- Communication – Oral and Written
- Initiative
- Teaching
- Judgment/Decision Making
- 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 resume to resume@dhhrm.org.