

Children's Museum of Pittsburgh

Position Title: Arts & Making Educator

Reports To: MAKESHOP Manager; Studio Manager

Supervises: N/A

Status: Part-time, non-exempt, hourly

SUMMARY OF POSITION

Arts & Making Educators are primarily responsible for facilitating experiences with visitors in the MAKESHOP & Art Studio exhibits. Arts & Making Educators facilitate, make, play, create, discover, learn and grow with visitors. Educators work with Teaching Artists, MAKESHOP and Art Studio Coordinators, Specialists and Managers to create a rich experience for visitors in the MAKESHOP & Art Studio that align with the distinct and related intensions of each exhibit space, and to make the Museum a welcoming and accessible place.

KEY RESPONSIBILITIES

Board Relations - N/A

Development - N/A

Financial

- Observe all policies and procedures for financial management and record keeping

Human Resources

- Comply with all human resources policies and procedures

Management - N/A

Marketing

- Positively and accurately represent the MAKESHOP, the Art Studio and the Children's Museum to the community at large
- Assist with documentation of activities and planning

Operations

- Understands, follows and enforces established Museum policies and procedures
- Understands and is able to perform emergency procedures (i.e. fire evacuation, accident reporting)
- Part time position that may require some evening and weekend hours depending upon program schedules, community events, and individual availability
- Reports any repair or maintenance concerns in a timely manner

Planning

- Assists with the ongoing planning, preparation for, and reflection on MAKESHOP and Art Studio activities and processes
- Shares and acquires knowledge and ideas through peer trainings

Programming

- Arts & Making Educators facilitate educational, creative, and inquiry-based experiences with general visitors as well as school and community groups by:
 - Orienting visitors to the exhibit space and make them aware of the approach and potential of activities and programming
 - Participating in and lead programming activities; Involving visitors in authentic making/creating experiences
 - Treating visitors in a non-discriminatory manner regardless of differences.
 - Positively interacting with visitors, treating them with respect and provide friendly, courteous communication
 - Gauging visitors' needs and accommodating accordingly.
 - Remaining aware of what is going on in the MAKESHOP and Art Studio exhibit areas, and clearly communicating those activities and intentions to visitors.
- Ensure the exhibit spaces, and the museum, are safe, tidy, aesthetically pleasing and fun places to visit. On a daily basis, educators are responsible for opening and closing the exhibits, cleaning and tidying, ensuring exhibit areas are inviting to play in as well as stocked with materials for necessary projects/events.
- Understand and stay current with exhibit and programming initiatives, particularly as they relate to the Learning and Research department
- Attend regular training sessions and meetings as needed
- Keep management informed of all schedule changes and adhere to staff policies
- Continually striving to learn, meet and exceed best practices for accessibility and inclusion
- Provides experiences that account for a diverse range of abilities and promote inclusion

Supervisory - N/A

Other - N/A

Physical Effort

MAKESHOP and Art Studio facilitation requires moderate physical effort including physical and mental stamina necessary in interacting with people for long periods of time. Frequent lifting (of tables and material boxes) possible depending on individual capabilities; assistance is available. Moves consistently about Museum floor attending to exhibits' and visitors' needs.

The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Health & Safety Administration

Position involves exposure to large numbers of children and exposure to germs associated with working in public attraction. Use of safety gloves are provided if necessary.

Position (Qualification) Criteria

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Acts 33 and 34 Clearances required.

Education Equivalent

Undergraduate degree strongly preferred

Previous Experience

At least moderate personal or working experience with children

Scope of Authority

The Arts & Making Educator must accept direction from the MAKESHOP Manager, MAKESHOP & Studio Specialist and Teaching Artists, and the Director of Learning and Research. Arts & Making Educators work alongside Teaching Artists to facilitate programs and oversee basic maintenance of exhibit. Experienced Arts & Making Educators help to train new/incoming Arts & Making Educators as well as general volunteers and youth volunteers. Although no formal authority is held, information and experience should be shared.

Interpersonal Communications: Good communication and interpersonal skills with children, adults and people with diverse needs and backgrounds is essential. Teamwork within the Learning & Research department, and within the Visitor Services department is crucial.

Analytical Skill Required: Good judgment and decision making skills are essential for dealing with children, adults and people with diverse needs and backgrounds. Good organizational skills required for setting up activities on the floor. Implementation of age-appropriate activities (including use of age-appropriate techniques, tools, materials and language) is necessary.

Scope of Impact on Fiscal Matters: Arts & Making Educators are the MAKESHOP and Art Studio's direct connection to our visitors and therefore can have a direct correlation on whether the visitor will return to visit the museum again. Admissions and other program related revenues make up a significant part of the museum's earned revenue stream.

I have read and understand this explanation and job description.

Employee Signature/Date

Supervisor Signature/Date

Rev: 09/15