Position Title: Outreach Educator

Part-time: 15-20 hours per week Starting at $15/hr. based on experience

The Bakken Museum is looking for part time educators to join our energetic, innovative, and expanding team. We are seeking creative, flexible, and adventurous individuals who have experience working with groups of students of varying age ranges. Position responsibilities include teaching workshops, performing in science-theatre plays, providing guided tours, and implementing programming for the general public or organized groups. While no formal background in science is needed, a zest for learning is an asset!

Job Duties and Responsibilities

- Responsible for supporting and implementing on-site and off-site education programs including setting-up, cleaning-up, and working with students, parents, teachers, volunteers, and mentors.
- Ensures programs are consistent with The Bakken Museum's mission, guiding principles, strategic focus, and educational philosophy
- Maintains a safe environment for visitors, audience, staff, and volunteers
- Participates in program research and development projects as available and when requested
- Assures adequate inventory and upkeep of program materials and supplies
- Completes necessary paperwork for scheduling, tracking, and administering programs in a timely manner
- Participates in group meetings that are required for program staff
- Performs additional duties and responsibilities specific to individual programs and work plans, as agreed upon with supervisor
- Promotes Bakken programs with museum visitors and program participants

Position Requirements

- Two years of experience teaching, supervising, and/or working with K-12 youth in a formal or informal educational setting.
- Experience in live theater performance.
- Good computer skills (Microsoft Office).
- Excellent communication skills (written and especially verbal) essential.
- Ability to work some evenings and weekends required
- Reliable transportation and a valid driver’s license.
- Be able to lift equipment and supplies (up to 40 lbs.) and carry up stairs.
CORE COMPETENCIES

• Commitment to Diversity
  Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

• Commitment to Service
  Responsive to the needs and requests of the museum’s visitors, event guests, and organization partners. Extends courtesy, friendliness and overall respect to others.

• Interpersonal Communication and Teamwork
  Listens well and is open to others’ perspectives. Develops strong working relationships and values them as critical to effective work.

• Initiative
  Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

• Flexible
  Adaptable and responsive to change. Able to respond to requests in a timely manner. The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

How to Apply

Please send a resume and letter of interest to Siri Hellerman, Outreach Programs Manager at hellerman@thebakken.org by April 1.