



3537 Zenith Ave S
Minneapolis, MN
55416-4623

PHONE 612.926.3878
FAX 612.927.7265
WEB thebakken.org

POSITION TITLE: EDUCATOR

Department:	Education		
Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Salaried	Weekly Hours: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time 20-25 hours/week
Reports To:	Family Programs Coordinator		

POSITION OVERVIEW

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, 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!

ESSENTIAL 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
- Promotes Bakken programs with museum visitors and program participants
- Support the operations of the visitor services desk
- 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

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



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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.

POSITION REQUIREMENTS

1. Experience teaching, supervising, or working with K-12 youth in a formal or informal educational setting
2. Strong abilities as a storyteller, entertainer, or performer for varied and diverse audiences
3. Good computer skills (Microsoft Office)
4. Excellent written and especially verbal communication skills
5. Ability to work some evenings and weekends required
6. Valid driver's license
7. Be able to lift equipment and supplies (up to 40 lbs.) and carry up stairs

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to stand/sit for up to 8 hours per day
2. Ability to move through and access all areas of the buildings and grounds including stairs, indoor/outdoors areas, and small spaces.
3. Ability to physically manipulate computer and AV components, office files, and similar equipment related to an office environment.

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.